



*Newport Beach City Hall, circa 1950s, photo courtesy Orange County Archives*

# City of Newport Beach

## Fiscal Year 2012-13

## Performance Plan



*Newport Beach Civic Center, 2012, Architectural Rendering*



Newport Beach, California

# Performance Plan

Fiscal Year 2012-13



Prepared for the Newport Beach City Council:

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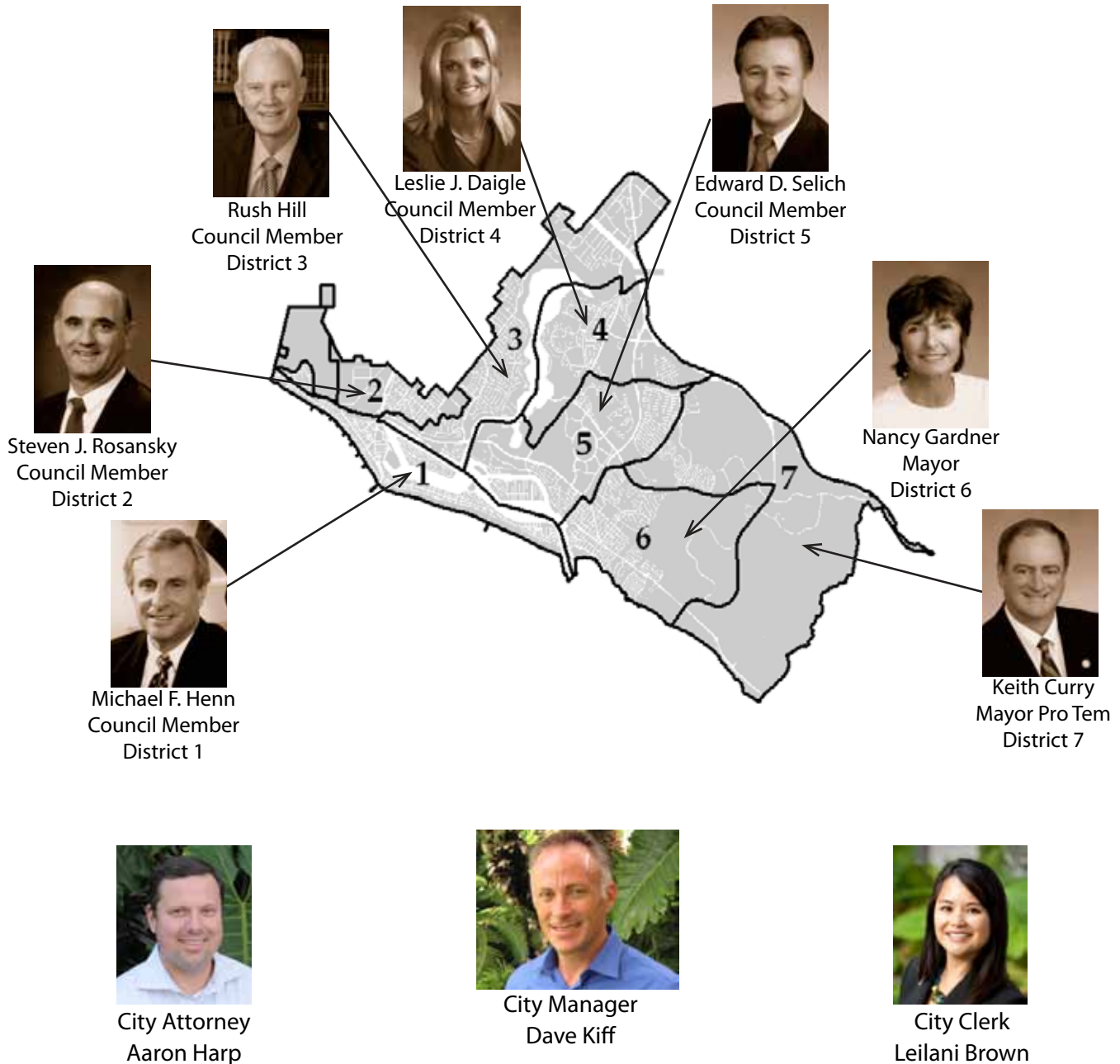




# INTRODUCTION



# Newport Beach City Officials



Dana M. Smith .....	Assistant City Manager
Tracy M. McCraner .....	Finance Director/Treasurer
Kimberly Brandt .....	Community Development Director
Scott Poster .....	Fire Chief
Terri L. Cassidy .....	Human Resources Director
Cynthia Cowell .....	Library Services Director
Mark Harmon .....	Municipal Operations Director
Jay Johnson .....	Police Chief
Steve Badum .....	Public Works Director
Laura Detweiler .....	Recreation & Senior Services Director





# CITY OF NEWPORT BEACH

Honorable Mayor Gardner and City Council Members  
City of Newport Beach  
3300 Newport Boulevard  
Newport Beach, California 92663

Dear Mayor Gardner and Council Members:

As directed by the Newport Beach City Charter, I respectfully submit the Fiscal Year 2012-13 City Budget. It is the culmination of the work and talents of many dedicated City employees. The budget of the City of Newport Beach is intended to be a reflection of the City policies, goals and priorities. It communicates to citizens and staff what resource allocation decisions have been made by the City Council.

## **Core Values**

Recognizing the Council and community's interests, the City's Management Team comprised of department directors worked last year to identify what makes Newport Beach unique – along with how to protect those qualities by allocating sufficient funding and staffing. We thought of the city as “the shining city by the bay” and identified these things as important to the Newport Beach community:

- A high quality physical environment

This means the natural environment and maintaining quality community centers, parkways and medians, roads, trees, alleys, beaches and more. We believe that Newport Beach has a different look and feel from other communities as you enter it, and we want to maintain that look.

- Public safety and how City services and programs reinforce safety

From core public safety services like police and fire to programs (recreation and senior services, CERT and more) and infrastructure (parks, libraries and more) that draw people out into their community, we give our residents great things to do and enjoy – when people are out and about and involved, bad elements stay away.

- Civic engagement

This is a community that loves its many strong community activities, events and groups and wants to be actively engaged with its city government.

- Accountable, Responsive City Government

We should be about superior customer service, fiscal sustainability, accountability, transparency and ensuring an accessible and open environment. We want to ensure our community views us as the standard of excellence in city government.

### **Prioritizing Scarce Resources**

This is the third consecutive year of minimal to flat revenue growth. This has again required diligent attention to priorities and the wise distribution of resources. The FY 2012-13 balanced budget was prepared in light of the programs and activities that support the values stated above. It also supports a continued focus on transformation of the Newport Beach city government to a more accountable and performance-based organization. As such, the executive team is not only improving what we are best at, but also what we should “not” be doing. This budget builds in new opportunities to contract out certain services when it can be demonstrated that the private sector can perform these services with the same or better level of service and for less cost. These changes can be seen in some departmental budgets with reduced costs for personnel and increased costs for professional services.

I have greatly appreciated the City Council's past support in this regard. The Council's support for past and future restructuring and reductions is vital to the organization's success. In this Council-Manager form of government, the Council has appropriately filled its role in guiding management's approach and organizational changes to ensure that this Budget and the city government meets the needs of its residents, businesses and visitors in Newport Beach.

### **Performance Management Progress**

The management team continues to focus on the long term goal of improving our performance-management system. This is a systematic approach to improving performance (service delivery and civic engagement) through results-based decision making, continuous organizational learning and development, and a focus on accountability and transparency. Previously, key service indicators have been identified for all City departments and were reported to Council on a quarterly basis; this has been replaced with the City Manager's Quarterly Business Report (“QBR”) including more frequent budget updates, status of City Commissions, Committees and Boards and special projects' status tracking sheets.

This year we have continued to review and improve upon our performance measure reporting and tracking within the Performance Plan. Measures are modified, added or deleted to align with our core values but to also adapt to our changing priorities and available resources. Information Technology is never easy to invest in when competing with great infrastructure projects, but we're getting to the point in the City government where our IT is impeding our ability to do basic, core functions – we must make this investment if we are ever to get smarter or smaller.

Therefore, we are allocating significant resources to fund an Enterprise Resource Planning (“ERP”) system which will improve our business processes so that we can prepare for the next step in performance budgeting and allow us to present to you future budgets organized around programs (Program Budgeting) rather than line-items, divisions and departments. We'll be able to report on performance measures by programs, we will measure our progress towards meeting our priorities and provide managers and the City Council with improved budget data. This type of budgeting is a very powerful tool for refined decision-making.

### **Setting the stage for a smarter, smaller and faster city government of the future**

The Council has set a vision for local government that is smaller, faster and smarter. The Council is leading California in setting policies that control pension costs and use metrics to examine city performance, customer service satisfaction and innovation.

To meet the Council's challenge, I address in this budget foundational changes to the way city government traditionally manages its biggest assets - employees and technology. These changes begin to set the stage for a smaller, versatile, innovative and cost effective government.

### **Getting Smarter with Technology**

Cities are complex public corporations. We manage 12 “lines of business.” The financial oversight and government regulations required of us is appropriately stringent. Police operations alone require compliance with strict Department of Justice standards that require expensive secure computing, records and regional interface technology. Indeed, as online, digital and other computing changes are occurring at a very fast pace, cities often lag the corporate private sector's investment in technology.

Most large corporations have significant investment in the ERP mentioned previously. An ERP system links important operational data to a company's financial system. At the simplest level it connects revenue, expenses, payroll, grants, capital expenses, project accounting, accounts payable and receivable and everything else to databases that allow management to effectively oversee and improve the business processes. The system also makes possible management reports important for monitoring budgets and making strategic decisions. The city currently is using a legacy financial system that was implemented over 20 years ago. The system is inadequate to meet today's needs and impedes our ability to effectively run the City. To remedy this situation and others, our overall technology infrastructure investment could be up to \$12 million over the next 5 years.

This budget begins a five-year CIP investment to upgrade the city's technology, following the City's effort in the past year to complete an IT Strategic Plan. The essential steps in this process include:

- Upgrading our ERP to meet the fiscal and performance measurement needs of the times.
- Upgrading our Computer Aided Dispatch/Records Management System (CAD/RMS) in the Police Department, to provide even better analytics to combat crime.
- A more robust online permitting system, allowing for the submission of electronic plans and electronic plan checking.
- Better customer service portals – a customer should be able to achieve nearly every business interest he or she may have with the City online.

It nearly goes without saying that each of these resource investments should be as “off-the-shelf” as possible, thereby avoiding past customization practices that are time consuming, costly and inefficient. Additionally, we need to be a place where we look to cloud or other offsite data management first, so as to take advantage of trends in IT.

My increased investment in technology over the next five years sets the stage for transitioning to a more educated, versatile and smaller workforce. The advantages of reshaping our workforce include greater adaptability to change, innovation, and of course reduced labor costs that create greater opportunities for direct investment in the community.

### **Investing in People and Reshaping the City's Workforce**

Cities across the state are struggling to manage increasing cost of labor and yet, cities are intensely dependent upon a vibrant, energized and innovative workforce to deliver high quality services to its citizens. I am proud that the City of Newport Beach consistently ranks among the best in customer service.

To maintain our competitive advantage, I believe we need to invest in our employees to keep them abreast of changes in their service areas, to stay current with technology and to adapt the overall workforce to the needs of the community. The city has never comprehensively examined its decades-old personnel classification system. Over the years, the classification system has added but not refined nor deleted classifications – leading to approximately one job classification for two positions (and many of these classifications do essentially the same work with differing pay structures). This creates internal inconsistencies, is bad for morale and is contrary to good human resources

practices. In addition, the knowledge base and skills needed in today's economy have shifted and demand that we rethink how we use our talent.

There are three areas of change that I believe will have a lasting benefit to our community and our employees: 1) restructure the classification system in a systematic manner that reduces the number of classifications to those that are essential and establish internally consistent compensation (consistent with the Council's compensation philosophy); 2) establish thoughtful growth and career ladders within classifications and eliminate many single position classifications; 3) implement an online performance evaluation system that enhances employee job satisfaction and provides clear management performance goals.

As contracting for services and regional collaborations make great financial and service sense and as the public becomes more engaged with the city discourse, cities require new and broader skill sets in its employees. I plan to work with the labor groups and our management team to create substantive and beneficial improvements within our city workforce.

### **Outlook for Fiscal Year 2013**

We have not only survived the recession, we have become a stronger albeit smaller organization. This was not without hard choices and significant budget reductions. We again increased General Fund Reserves, in keeping with the 2010 Fiscal Sustainability Plan that the Council thoughtfully advanced in FY 2009-10. We've done this during a time when many cities continued to access reserves to balance their budgets. While the recession appears to be over, the recovery is expected to advance slowly, lasting into FY 2014-15 for most local governments. Revenue estimates, while increasing, are modest compared to years past.

Sustainable pensions must continue to be a top priority if we want to maintain our prosperity. We will continue to address our pension costs in partnership with our employee bargaining units. We have continued to work proactively with our CalPERS actuary to prepare for the projected increases in our pension costs resulting from the actuarial assumption changes recently approved by the CalPERS Board. The rate of return change from 7.75% to 7.50% – while appropriate – is estimated to increase our pension payments for both miscellaneous and public safety groups by approximately \$1.7 million, this increase will be allocated over FY 2013-14 and FY 2014-15.

We have successfully worked with our bargaining units to increase the amount that employees pay toward pensions and to implement a second tier pension benefit for new employees. These new tiers can lower the retirement formula, raise the retirement age and change the final pensionable salary from one year to an average of three. These changes are estimated to save the City almost \$7 million/year in pension costs by fiscal year 2014-15. Even with these significant concessions, our pension payment is expected to be \$23 million in fiscal year 2014-15 – that's still a huge amount of resources. This is why we continue to negotiate with our employee groups toward additional pension concessions.

Our Finance director and her management team have also been working with our actuary, neighboring cities and professional accounting organizations to monitor and prepare for a proposed new Governmental Accounting Standards Board (GASB) statement amending GASB Statement No. 25 which governs financial accounting and disclosure requirements for specified government pensions such as defined benefit plans like the City has. This statement, if approved in 2012 as expected, would require the City to record a liability on its Government-wide balance sheet associated with the unfunded liability. We would also be required to record accrued pension costs which are calculated in a significantly different way than our actuarially calculated costs. The GASB is also proposing to limit the amortization periods in which gains and losses are amortized. While this proposal will not impact our budget as it is an accounting and reporting requirement not a funding change, it will significantly impact the pension information reported in our Comprehensive Annual Financial Report (CAFR).

## Pensions vs. Capital Improvements

This issue inevitably comes up with our labor groups whenever we talk about pension changes – “why is the City building and repairing things while it’s trying to reduce the increase in payroll and pension benefits?” It is because this community will remain a successful and prosperous place because of the quality of our roads, parks, libraries, fire stations, and even water and sewer infrastructure. Those communities that neglect their backbone infrastructure to pay salaries or pension benefits will find themselves in a downward spiral of lowered property values and decreased business activity. We do not want to be one of those cities.

## Core Budget Principles

So even though pension costs will rise, we still have a commitment to be the “Shining City by the Bay.” To that end, these are our core budget principles which we will continue to practice in FY 2012-13 and beyond:

1. Adhere to and build on 2010’s Fiscal Sustainability Plan.
2. Use the upcoming years as an opportunity to thoughtfully and methodically change the way our local government does business.
3. Our “Shining City’s” success includes our investment in our infrastructure.
4. We should stop doing some things: we don’t want ten great programs today to become ten mediocre programs tomorrow. We’ll keep seven or eight great ones.
5. We must address pension costs comprehensively and aggressively.
6. Public Safety is paramount – but there are still smarter, better ways of delivering public safety services without compromising safety.

Balancing these needs has not been easy, but management has taken a deliberative and disciplined approach to the programs proposed in this budget. The City Council considered the following proposals as reflected in the Performance Plan and the Detailed Budget:

- Allocate \$3 million in General Fund surplus to invest in our IT Strategic Plan so that we can become that smarter and faster city.
- Increase our contribution to the Facilities Financing Plan (FFP) by \$2.5 million to ensure strong reserves available for Council approved facilities.
- Net reduction of 11 full-time positions, which includes some reclassifications of existing positions which will develop the strong internal staff to better assume additional work and prepare for a more technologically advanced future.
- Continue a careful effort to outsource certain city services, provided that a contractor can perform the same or better level of service at less cost to the City.
- Take advantage of a unique opportunity to set the Lower Bay up for success by adding another \$300,000 for the upcoming dredging project.
- Increase our annual General Fund contribution to CIP by \$1.6 million to keep our streets, sidewalks, alleys and more in good shape.
- Increase the breadth and scope of our world-class recreation and senior programs to accommodate increased customer demand.
- Maintain our libraries.
- Protect our current level of reserves which was critical in obtaining 2010’s AAA credit rating from all three rating agencies.
- Assign General Fund operational surplus toward building our infrastructure.

The adopted budget maximizes existing staff resources and confirms the commitment to maintain the high levels of service that the community expects and deserves.

**Looking to Fiscal Year 2013-14**

The balanced budget that you see for FY 2012-13 is the result of three years of restructuring, outsourcing and departmental reductions. These past decisions have ensured our fiscal sustainability and provided the groundwork for a stronger city government. But we are not done, as such, FY 2013-14 will be another year of looking up and down at what we do. We'll look again at regional collaboration, effective private-sector provision of services and solid public service provision where appropriate. As such, you will see the City Council and management team working on a variety of important initiatives in FY 2013-14, including but not limited to:

- Continue working with the IT Strategic Plan to help us use technology better to be smarter, faster and leaner.
- Collaboration with neighboring cities like Costa Mesa, Irvine and Huntington Beach on services, including public safety services.
- More contracting out – again where it makes sense.

As I did last year, I again close by complimenting the City employees who take such great pride in the Newport Beach community. They again delivered great service at effective cost, even during a time when it's pretty challenging to be in local government. They have my continued admiration for what they do, day in and day out.

They truly love this city and community, even though many don't live here. They have stayed focused on the tasks at hand despite the distractions of budget reductions, workload increases and old IT systems. Please know that I appreciate each of them very much.

Respectfully submitted,



David Kiff  
City Manager



## FINANCE DIRECTOR BUDGET SUMMARY

The budget for the City of Newport Beach is intended to be a reflection of the City policies, goals and priorities. It communicates to citizens and staff what program allocation decisions have been made by the City Council. The adopted budget continues to maximize existing staff resources and confirms the commitment to maintain the high levels of service that the community expects and deserves.

Here is an overview of the adopted FY 2012-13 budget for all funds:

ADOPTED BUDGET - ALL FUNDS				
<u>Appropriation</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Increase (Decrease)</u>	
	<u>FY 2011-12</u>	<u>FY 2012-13</u>	<u>Amount</u>	<u>Percent</u>
Operating Budget	206,584,853	209,733,976	3,149,123	1.52%
Capital Improvement Budget (1)	139,914,697	52,860,727	(87,053,970)	-62.22%
	<u>346,499,550</u>	<u>262,594,703</u>	<u>(83,904,847)</u>	<u>-24.21%</u>
(1) CIP FY 2011-12 includes \$98 million civic center appropriation				

### GENERAL FUND vs. TOTAL BUDGET

The General Fund is the key operating fund within the City's budget. The General Fund is used to account for discretionary revenues and expenditures while all other funds are used to account for enterprise activities, internal service activity, major capital improvement projects and special revenue sources that are otherwise restricted for specific purposes. Enterprise funds include the activities of the Water and Wastewater operations. Internal service funds are essentially internal cost centers used to account for centralized activities including claims management, equipment replacement, compensated absences, post employment medical benefits and information technology. Capital project funds account for major facility and infrastructure improvements, such as the new Civic Center. Special revenue funds include Gas Tax revenues, Measure M taxes and revenues generated from Tidelands just to name a few. For the purposes of this overview, enterprise activity, special revenue sources and major capital improvement funds are segregated from General Fund activity and are summarized as "All Other Funds."

### REVENUE FORECAST

FY 2012-13 will be the third consecutive year of minimal to flat revenue growth in the City of Newport Beach. Although the economy continues to gradually improve, our projections remain conservative in keeping with our Fiscal Sustainability Plan. On a positive note, our city has fared better than most in the region, state and nation, with many cities having to dip into reserve funds in order to balance their budgets. Our leaders have committed to fiscal sustainability which does not allow for using reserves or one-time revenues for operations and maintenance. When revenues are lower than needed, we respond with structural reductions, sharing services with our neighbors, outsourcing and pension cost sharing with our employees. This ensures adequate resources are available for our core values and programs.

We are projecting FY 2012-13 General Fund revenues at \$155.8 million, an increase of approximately \$3.3 million from our FY 2011-12 amended revenue budget. Property tax revenues which account for almost 47% of total General Fund revenues, or \$72.9 million, are estimated to minimally increase by 0.5% from FY 2011-12, or \$360,000. The housing market recession is not over, and all local and state governments are experiencing low to negative growth in their assessed valuations (AV). Newport Beach continues to maintain positive growth in our AV, although only +0.5% in last year's case. This is not common in our neighboring cities and counties, as many have experienced declines in AV during the recession and are just now experiencing small positive growth. The Orange County Assessor continues to warn cities to be conservative when estimating property tax revenue, he assured us at his

February 2012 meeting that he was still performing re-assessments which were decreasing property values in all areas of the County even in the beach cities.

Sales Tax and Uniform Transient Occupancy Tax (TOT) are the next largest components (26% cumulatively) of the City's General Fund. The FY 2012-13 sales tax estimate is \$20.6 million, an increase of almost \$1 million or 5.0% over FY 2011-12 estimated revenue. TOT is also estimated to increase \$821,875, or 5.0%, over the FY 2011-12 estimated final revenue. Consumer confidence has continued to improve and our sales and TOT taxes are reflecting that improvement. We have almost returned to pre-recession levels in sales tax and have surpassed those levels in TOT thanks in large part to Newport Coast's Pelican Hill Resort. We have estimated a conservative growth in both areas after talking to our major hotels and our economic consultants and are confident these revenues will remain strong.

We are including a one-time revenue estimate of \$2.5 million in FY 2012-13 for the sale of the Airborne Law Enforcement Program (ABLE) helicopters and related equipment. FY 2012-13 intergovernmental revenue is projected to be about \$600,000 less than FY 2011-12, due to the completion of several grants. Total City revenues, excluding internal premiums, are expected to decrease 2.67% from revised projections for FY 2011-12, from \$225.0 million to \$219 million.

The table below highlights some of the areas of change and projected change in General Fund revenues and all other revenues:

<u>Revenue</u>	<u>2011-12 Original</u>	<u>2011-12 Amended Budget</u>	<u>2012-13 Proposed Budget</u>	<u>Change from Amended</u>
Total Property Taxes	\$ 72,155,615	\$ 72,612,217	\$ 72,975,146	0.50%
Taxes Other than Property	45,977,167	47,147,320	48,895,236	3.71%
Licenses and Permits	3,781,829	3,971,875	4,163,212	4.82%
Intergovernmental	1,345,748	1,818,130	1,209,809	-33.46%
Charges for Services	13,932,055	14,986,896	14,468,595	-3.46%
Fines, Forfeitures & Penalties	3,604,300	3,651,814	3,539,847	-3.07%
Use of Money and Property	7,801,469	8,076,273	7,715,351	-4.47%
Other Revenue	364,600	237,769	2,859,200	1102.51%
Total General Fund Revenue	148,962,783	152,502,294	155,826,396	2.18%
All Other Revenue	91,297,885	92,137,186	81,868,844	-11.14%
Total City Revenue	240,260,668	244,639,480	237,695,240	-2.84%
Less Internal Premiums	(19,451,741)	(19,657,144)	(18,709,213)	-4.82%
Total City Revenue Net of Internal Charges	\$ 220,808,927	\$ 224,982,336	\$ 218,986,027	-2.67%

## **EXPENDITURE FORECAST**

The General Fund contains expenditures for all operating City departments except for the Harbor Resources Division within the Public Works Department and the Oil and Gas Division of the Municipal Operations Department which are funded through Tidelands, and the Water and Wastewater Divisions within the Municipal Operations Department respectively. The General Fund is the main operating fund for the City and is generally of most interest to residents as it is funded predominantly (78%) by tax revenues.

As mentioned in the City Manager's Letter and addressed briefly above, this budget focuses on programs and activities that support four core qualities that make Newport Beach special: a high quality physical environment; a sense of community enjoyment and safety; civic engagement within the community and with City government; and an accountable and responsive City government. Departments continue to review all programs to ensure they support these core values and at the same time continue to look for department operating reductions or increased revenue opportunities, where appropriate.



In FY 2012-13, the proposed General Fund expenditures, including General Fund capital improvements, total \$153.7 million, an increase of \$4.4 million, or 3.0%, from the revised FY 2011-12 General Fund budget. New General Fund capital improvement project funding for FY 2012-13 is proposed to be \$5.5 million, an increase of \$3.4 million over the previous year; there is a carry-over budget of \$603,000 for current projects that will be re-budgeted from FY 2011-12 to FY 2012-13. Our goal is to increase the FY 2013-14 funding for new General Fund capital improvement projects to \$5 million, which is the level we believe, is in keeping with our goal of maintaining our physical environment.

The FY 2012-13 General Fund operating budget is \$148 million. This represents an increase of 2.7%, or \$3.8 million, from the FY 2011-12 estimated final budget which is net of a projected \$3 million of operational savings. The City Manager required all directors to maintain existing budget levels so that resources could be allocated to other priority projects that support our core values. The increases to operating departments were primarily limited to contractually obligated CPI adjustments within contracts, step increases and an increase in the contribution to the Information Technology Internal Service fund of \$1 million. The estimated \$3 million in operational savings expected for FY 2011-12 is not included as a reduction to the FY 2012-13 proposed budget. It is almost entirely the result of vacancies in the public safety and miscellaneous departments and will be needed to maintain high quality service levels in FY 2012-13.

Council Policy F-2, Reserve Policy, delegates the authority to the City Manager to modify or create new assignments of fund balance; however appropriation of those assignments must be approved by the City Council. Included in the City Manager's assignments of General Fund fund balance for FY 2011-12 are: \$1.4 million for the Facilities Financing Plan (FFP); \$3 million to begin allocating resources for a new ERP system; and also includes \$1.6 million in additional new General Fund capital improvement project funding. Projected City Manager's assignments of General Fund fund balance for FY 2012-13 are: \$5.2 million for the FFP and \$1.4 million to cash-fund furnishing and equipment needs of the Civic Center and Library Expansion. Again, those are City Manager assignments which will be brought to Council for appropriation authorization.

Function and Activities	2011-12 Original Budget	2011-12 Estimated Budget	2012-13 Proposed Budget	Change from Revised
<b>GENERAL FUND BUDGET</b>				
General Government	\$ 13,379,052	\$ 13,620,633	\$ 14,504,690	6.49%
Public Safety	\$ 75,856,581	\$ 76,392,827	\$ 77,394,664	1.31%
Community Development	\$ 9,272,881	\$ 9,243,500	\$ 8,983,326	-2.81%
Public Works	\$ 28,488,989	\$ 28,947,199	\$ 29,246,639	1.03%
Community Services	\$ 16,916,189	\$ 17,743,778	\$ 16,685,850	-5.96%
Debt Service/Non Departmental	\$ 780,000	\$ 780,000	\$ 750,000	-3.85%
Operating Budget Savings	\$ -	\$ (3,000,000)	\$ -	n/a
Total General Fund Operating Budget	\$ 144,693,692	\$ 143,727,937	\$ 147,565,169	2.67%
General Fund CIPs	\$ 4,610,730	\$ 5,523,267	\$ 6,092,667	10.31%
Total General Fund Budget	<u>\$ 149,304,422</u>	<u>\$ 149,251,204</u>	<u>\$ 153,657,836</u>	<u>2.95%</u>
<b>TOTAL CITY BUDGET</b>				
Total Operating Budget	\$ 205,060,767	\$ 206,534,283	\$ 209,733,976	1.55%
Total CIP Budget	<u>\$ 57,657,180</u>	<u>\$ 138,169,181</u>	<u>\$ 52,860,727</u>	<u>-61.74%</u>
Total City Budget	\$ 262,717,947	\$ 344,703,464	\$ 262,594,703	-23.82%
Less Internal Charges	<u>\$ (19,451,741)</u>	<u>\$ (19,657,144)</u>	<u>\$ (18,709,213)</u>	<u>-4.82%</u>
Total City Budget Net of Internal Charges	<u>\$ 243,266,206</u>	<u>\$ 325,046,320</u>	<u>\$ 243,885,490</u>	<u>-24.97%</u>

Total proposed City expenditures in FY 2011-12, including debt service and capital projects, is \$ \$344.7 million. Excluding internal service premiums charged to fund insurance reserves, equipment maintenance and replacement, and post employment medical benefits, total expenditures are proposed to be approximately \$325 million. The increase over original budget is primarily the capital construction expenditures for the new Civic Center estimated at \$98 million.

It is important to note the reason why estimated FY 2011-12 expenditures of \$325 million are higher than estimated FY 2011-12 revenues of \$225.0 million. This is due to the nature of how we fund CIP projects. We require that all funding needed to complete a capital project be available and budgeted before any work can begin. An example would be our Civic Center project, we issued bonds during FY 2010-11 but the project will not be completed until FY 2012-13. Since capital projects typically take two or three years to complete, the funding collected in the first year will carry over so it is available in the future to pay all costs of the project. This re-budgeting causes the expenditure budget to appear higher than the revenue budget for those continuing projects. The reverse occurs in the initial year of a project.

### **Investing in People and Reshaping the City's Workforce**

As mentioned in the City Manager's Letter, to maintain our competitive advantage we need to invest in our employees to keep them abreast of changes in their service areas, to stay current with technology and to adapt the overall workforce to the needs of the community. We don't want to just be a smaller organization, we want to invest in our employees to continue to be the best, always strive to improve service and business process and be that "smarter" organization while maintaining our culture of superior customer service.

In keeping with this message, the FY 2012-13 budget includes personnel changes that result in the net reduction of 11 full-time positions. The City Manager instructed the directors that in order to add or reclassify a position they had to work together to ensure we did not grow the organization. Each addition or reclassification had to accompany a reduction of equal or greater value. A position could only be reclassified if a director could correlate how that position will support the core values of the organization, improve performance, reduce costs or increase resources.

Full-time Position changes:

Add/(Delete)	Position	Department
(1.0)	Department Assistant (vacant)	City Attorney
(1.0)	Electronics Specialist (transferred to Police)	City Manager/IT
0.5	Engineering Technician (transferred from MOD/Water)	City Manager/IT
(1.0)	Administrative Assistant (vacant)	Community Development
(1.0)	Assistant Planner (vacant)	Community Development
(1.0)	Senior Building Inspector (vacant)	Community Development
(1.0)	Planning Technician (vacant)	Community Development
1.0	Real Property Administrator (new position)	Community Development
(1.0)	Lifeguard Officer	Fire
1.0	Department Assistant (Administrative Assistant for FY 13)	Fire
(1.0)	Budget Fellow (shared with OCA & Recreation)	Finance
1.0	Business and Performance Analyst (shared with OCA & Recreation)	Finance
(1.0)	Human Resources Analyst (reclass to Sr. Human Resources Analyst)	Human Resources
1.0	Senior Human Resources Analyst (reclass of Human Resources Analyst)	Human Resources
1.0	Human Resources Analyst (was .75 FTE)	Human Resources
(1.0)	Department Assistant (reclass to 2 part-time positions (.48 FTEs each)	Library & Cultural Arts
(1.0)	Junior Civil Engineer (transferred to Public Works)	Municipal Operations
(1.0)	Automotive Stock Clerk	Municipal Operations
(1.0)	Fiscal Clerk	Municipal Operations
1.0	Inventory Assistant	Municipal Operations
(1.0)	Equipment Mechanic II (vacant)	Municipal Operations
(1.0)	Utilities Safety Officer (vacant)	Municipal Operations
(1.0)	Utilities Operations Manager (filled)	Municipal Operations
(1.0)	Water Production Supervisor (reclass)	Municipal Operations
(3.0)	Utilities Supervisors (reclasses)	Municipal Operations
3.0	Field Superintendent I (reclasses)	Municipal Operations
1.0	Field Superintendent II (reclass)	Municipal Operations
(0.5)	Engineering Technician (transferred to City Manager/IT)	Municipal Operations
(1.0)	Groundsworker I	Municipal Operations
(1.0)	Utilities Specialist	Municipal Operations
(1.0)	Utilities Specialist	Municipal Operations
(1.0)	Helicopter Mechanic (during FY 12)	Police
(1.0)	Helicopter Mechanic (during FY 12)	Police
(1.0)	Senior Helicopter Mechanic (during FY 12)	Police
1.0	Crime Prevention Specialist	Police
(1.0)	Police Captain (Support Services)	Police
1.0	Electronics Specialist (transferred from City Manager/IT)	Police
1.0	Junior Civil Engineer (transferred from MOD)	Public Works
(1.0)	Public Works Specialist (vacant)	Public Works
1.0	Administrative Analyst	Public Works
1.0	Facilities Manager (new position or contracted out TBD)	Public Works
(1.0)	Department Assistant	Recreation
1.0	Recreation Coordinator	Recreation
1.0	Recreation Coordinator (was .88 FTE Assistant Recreation Coordinator)	Recreation
1.0	Recreation Coordinator (was .88 FTE Assistant Recreation Coordinator)	Recreation
(11.0)		

The approval of these changes reduced our total full-time position count to 752 and 126.14 full-time equivalents (part-time). To review historical staffing trends, please refer to the Three-Year Comparison of Full-Time and FTE Positions in the Appendix Section.

### CAPITAL IMPROVEMENT PROGRAM (CIP)

The CIP serves as a funding plan for public improvements, special projects and many ongoing maintenance programs. Projects in the CIP include construction and rehabilitation of arterial highways, local streets, storm drains, bay and beach improvements, parks and buildings, and water and wastewater improvements. The FY 2012-13 CIP budget is approximately \$52.9 million, more than \$20.8 million in new project funding and approximately \$32 million in projects that will be re-budgeted or carried forward from FY 2011-12 to FY 2012-13.

<u>Category</u>	<u>FY 2012-13 Budget</u>
Facilities	\$3,242,903
Streets and Drainage	16,461,952
Traffic	2,043,400
Parks, Harbors and Beaches	17,341,006
Water Quality and Environmental	2,037,000
Water	8,930,766
Wastewater	583,900
Miscellaneous	2,219,800
	<u>\$52,860,727</u>

Specific project plans for this budget year are discussed in more detail in the CIP section of the Budget documents. There is also a summary of Historical Capital Projects Spending in the Appendix Section of this document.

### FUTURE OPPORTUNITIES

The FY 2012-13 adopted budget is balanced and includes several City Manager assignments as mentioned above. As we look to the future, we need to continue to address rising pension costs. Recently approved actuarial changes will increase our employer contribution rates starting in FY 2013-14 for an estimated additional cost of \$1.7 million per year. We currently have \$5 million in our Reserve for PERS Rate Changes which, upon Council approval, could be used to offset those rate increases. Negotiations are nearing completion with our safety units, but will begin soon with the non-safety units.

City Hall staff will be moving to the new Civic Center at the end of this calendar year and we're looking forward to achieving additional operational efficiencies and cost savings due to the new building layout. Our long-term goal to provide a one-stop customer service center will finally become reality. Other upcoming financial issues that will need to be addressed are the 800 MHz radio migration project that is being coordinated by the Orange County Sheriff's Department. The estimated total cost for the City of Newport Beach could be \$9.4 million spread over approximately 14 years.

### IN CONCLUSION

The development of the City's annual budget takes an enormous amount of staff time and effort. I am proud of how management staff continues to work collaboratively to allocate resources in support of the City Council directed priorities and in support of the core qualities that make Newport Beach special. I also want to thank my finance team; their professionalism, dedication and technical abilities are incredible and it is an honor and a privilege to represent such a great team. My sincere appreciation is extended to the City Council and City Manager for their leadership and support; and, to all department directors, division managers and departmental budget liaisons for their contributions. This document was completely prepared and published by City employees.



Tracy McCraner  
Finance Director-Treasurer



## CITY OF NEWPORT BEACH BUDGET FOR FISCAL YEAR 2012-13 User's Guide

Each year the City prepares and adopts, by formal Resolution, an annual budget as required by the City's Charter. The budget is the operating and capital expenditure plan for the City for the fiscal year beginning on July 1 and ending on June 30 of the following year.

**Budget Process** — During December of each year, the Finance Department prepares preliminary fund balance estimates for the current year and preliminary revenue estimates for the next fiscal year. In January of each year, the Finance Department prepares a budget calendar and issues budget instructions and expenditure detail to each department for use in preparation of the next year's City budget. Included in these instructions are budget guidelines and appropriation limits for each department. These guidelines are developed by the Finance Director and approved by the City Manager.

After submission of revenue and appropriation requests by each department, the Finance Department summarizes the requests for review by the City Manager and department heads. After review at the City Manager level, the Finance Department prepares the City's proposed budget for the next fiscal year and submits it to the City Council. Thereafter, the City Council holds as many budget study sessions as it deems necessary. Subsequent to Council review and prior to its final adoption, the City Manager provides each Council Member with an itemized list of all proposed changes to permit a roll call vote by the City Council on each item during the budget hearing at the regular Council meeting. The City Council holds the budget hearing and adopts the budget on or before June 30 as required by the City Charter. Citizen input is encouraged during the Council study sessions or during the budget hearing.

The Budget is prepared on a modified accrual basis with all appropriations lapsing at the close of the fiscal year. If an expenditure of an appropriation is required but unexpended at the close of the fiscal year, the appropriation must be rebudgeted or reappropriated by the City Council.

**Administration of the Annual Budget** — During the budget year, department heads and their designated representatives may only authorize expenditures based on appropriations previously approved by City Council action, and only from accounts under their organizational responsibility. In addition, budget expenditures may only be authorized in the year appropriated. Department heads are responsible for not authorizing expenditures above budget appropriations in any given expenditure classification within their purview, without additional appropriation or transfer as specified below.

New Appropriations. During the Budget Year, the City Council may appropriate additional funds for special purposes by a City Council Budget Amendment. The City Manager has authority to approve requests for budget increases not to exceed \$10,000 in any Budget Activity or Capital Project. All budget amendment increases exceeding \$10,000 shall be referred to the City Council for approval.

Transfers. During the fiscal year, actual expenditures may exceed budget appropriations for specific expenditure line items within departmental budgets. If a total departmental budget, within a specific Classification, is not exceeded, the Finance Director has the authority to transfer funds within that Classification and department, to make the most efficient use of funds appropriated by the City Council. (Salaries and Benefits, Maintenance and Operation, Other Charges, and Capital Outlay are the City's four Classifications.)

Realignments. Further, funds may be realigned between one Department Budget Activity and another, within the same Classification, with City Manager approval. For example, if a Fire Department function and the employee who accomplishes it are replaced by a slightly different function assigned to the Police Department, the City Manager may authorize the transfer of appropriate salary and benefit funds to support this function.

**Reprogramming.** Any reprogramming of funds among the four Classifications (Salaries and Benefits, Maintenance and Operation, Other Charges, and Capital Outlay) within a given fund requires the City Manager's approval. Any budget revision that changes the total amount budgeted for any fund (other than the minor provisions allowed for the City Manager) must be approved by the City Council.

**Capital Projects.** The department head having primary responsibility for a Capital Project (usually the Public Works Director) is authorized to encumber and approve subsequent expenditure of City funds for Capital Projects. However, contracts in excess of \$120,000 require specific City Council authorization at the time of contract award. In addition, any contracts not of format and wording already approved by the City Attorney require specific City Attorney review and approval prior to contract award.

The budget document is intended to provide the public concise and readable information about the City of Newport Beach's proposed operating and capital budgets, as well as anticipated funding sources.

The document is actually prepared in three separate volumes: the **Performance Plan**, the **Budget Detail** and the **Capital Improvement Program**.

The **Performance Plan** is designed to be the summary "user friendly" document for the public. It is divided into the following five major sections: (The Table of Contents lists every subject covered in the budget document and its page number.)

**Introduction** — includes the Table of Contents, City Organization Chart, List of City Officials, the City Manager's Letter of Transmittal and the Finance Director's Budget Summary.

**Summaries** — includes Revenues by Source, Expenditures by Function, Estimated Fund Balances and Schedule of Fund Transfers.

**Department Budgets** — includes proposed performance plans and budget information by department.

**Other Budgets** — includes a description of internal service funds, debt service information and the proposed capital improvement budgets by funding source.

**Appendix** — includes a summary of the Tide and Submerged Land Fund; a Capital Asset Schedule (Land, Structures and Improvements for the City); a summary of Rolling Stock in Service; a Three Year Comparison of Full-time and Full-time Equivalent Positions; a history of capital projects spending; and a glossary of accounting terms and definitions of terms used in the Newport Beach Budget documents.

Both the **Budget Detail** volume and the **Capital Improvement Program** volume are designed to provide the reader more detail on the proposed operating and capital improvement expenditures. The **Capital Improvement Program** volume also serves as a Five Year Proposed Capital Improvement Plan.

For the most part, the General Fund is the portion of the City's operating budget that funds the majority of City services. This fund is used to account for fiscal resources which are dedicated to the general government operations of the City, and which are not required to be accounted for in another fund. Examples of the services funded by the General Fund include Police, Fire and Lifeguard Services; Refuse Collection; Public Library; Recreation Programs; much of the City's expenditures on street maintenance; Community Development and Engineering services; as well as the general administration of the City. In addition, many Capital Improvements are funded by the General Fund.

The General Fund and its activities are primarily supported by property, sales and transient occupancy taxes. In addition, the other revenue sources supporting General Fund activities include: Licenses, Fees and Permits; Intergovernmental Revenues; Charges for Services; Fines, Forfeitures and Penalties;



Revenue from the Use of Money and Property; Contributions; and Other Miscellaneous Revenue. By far, the City's largest revenue source is property taxes. The City's second largest single revenue source is Sales Tax, followed by Transient Occupancy Tax. Together, these three revenue sources provide just over 73% percent of total General Fund revenues.

In addition to the City's General Fund, there are numerous other funds that help finance City expenditures, particularly capital improvements. The City's Special Revenue Funds are used to account for the proceeds of special revenue sources, which are legally restricted to expenditures for specific purposes. The best example of a special revenue fund is the City's Gas Tax Fund, which is funded by the State Gasoline Tax and which can only be expended for street repair, construction and maintenance. The City has many other special revenue funds that are all included in the Budget.

The City employs Internal Service Funds to account for vehicle maintenance and replacement, as well as all compensated absences, general liability, workers' compensation, other insurance payments and information technology.

Finally, the Budget includes Enterprise Funds, which are used to account for City operations that are financed and operated in a manner similar to private business enterprises. The objective of segregating activities of this type is to identify the costs of providing the services, and to finance them through user charges. The two main City enterprise funds are the City's Water Fund and the Wastewater Fund. Both of these funds are financed by user charges to the customers (residents and businesses of Newport Beach).

**Appropriation (Gann) Limit** — Article XIIIB of the California Constitution (Proposition 4) specifies that tax based appropriations of government entities (with certain exclusions) may increase annually only by a limited amount (primarily to allow for population increases and inflation). Newport Beach has been *under* its Gann Limit by a comfortable margin each year. For 2012-13, the appropriations limit adopted by the City Council, in accordance with Revenue and Taxation Code Section 7910, was \$150,988,947. Calculations determining this amount, which is \$32 million greater than the budgeted proceeds of taxes (even without adjusting for exclusions) are verified as part of the City's annual audit.

In addition to the Annual Budget, the City's audited financial statements for the prior fiscal years are available in the Finance Department, City Clerk Department and each of the City's library branches.

**Fund Balance Policy — Reserve Policy F-2** in the City of Newport Beach Council Policy Manual identifies various constraints imposed on reserve balances established by City Council. This policy, in part, identifies the Contingency Reserve balance in the General Fund shall have a target balance of fifteen (15%) General Fund, Operating Budget.

In addition to the General Fund's reserves, other reserve policies have been established for the perpetual replacement of equipment and major facilities; the pre-funding of claims, judgments and compensated absence payables and the funding of stabilization and contingency reserves levels in the Water and Wastewater enterprises.

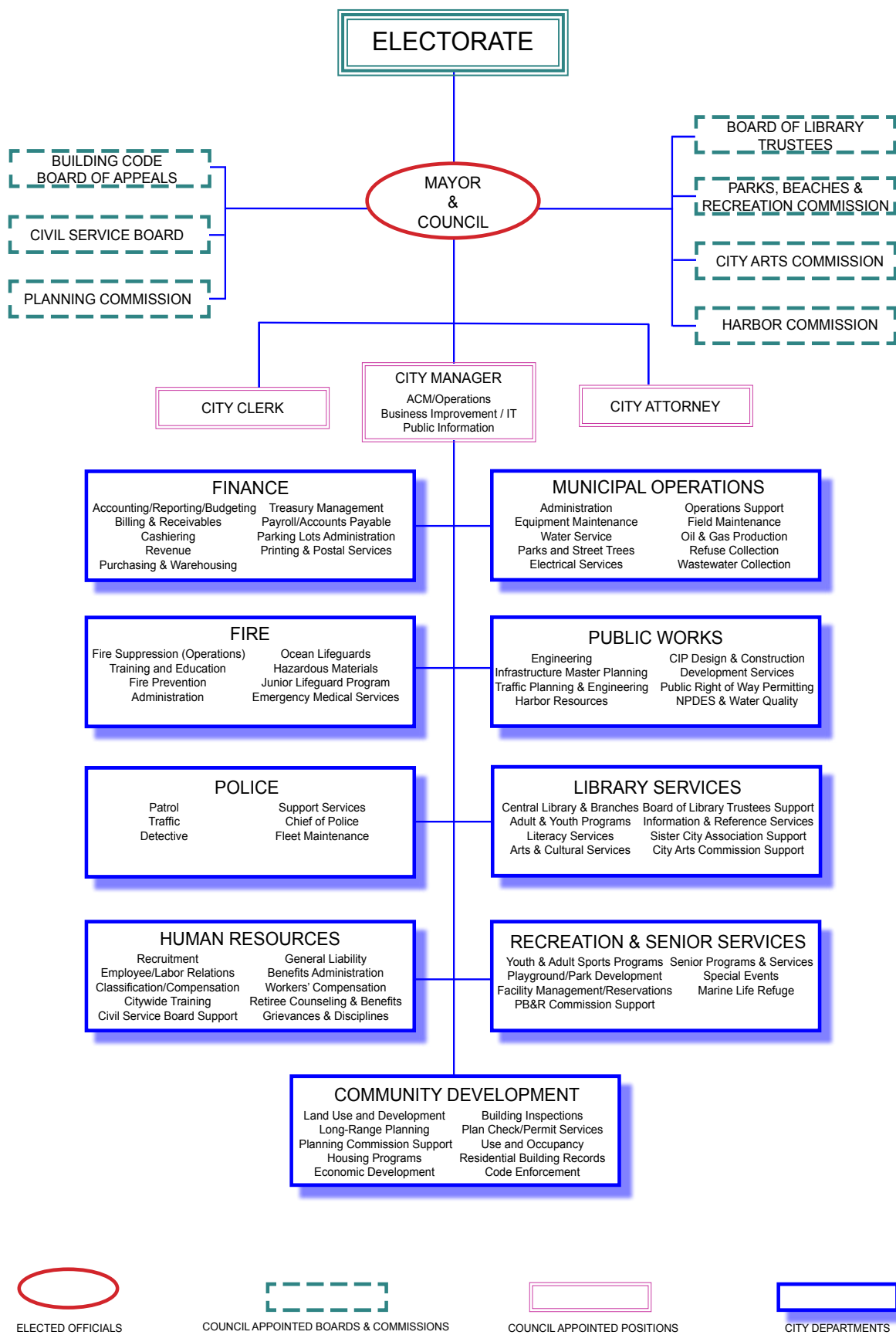
**Debt Administration** — The City does not issue debt instruments to finance operating activities; therefore Debt Service Expenditures are the result of capital financing ventures. There are two principal reasons why debt instruments are issued. The first circumstance is when the cash flow for the construction or purchase of a long-term asset would cause a significant strain on the City's cash flow and the asset to be financed will benefit many service periods. In no instance would the City select the duration of a given debt instrument to extend beyond the expected life of the asset financed. The second scenario arises when an asset to be purchased may not cause a significant cash flow strain but it would be economically advantageous to finance the asset rather than to purchase it outright (e.g. occasionally the City can borrow money at a lower rate than its investment portfolio is earning). Information regarding the City's current Debt Service Expenditures is included in the section entitled, Other Budgets.



**Cash Management** — The City pools all cash and investments of all funds, except for funds required to be held by outside fiscal agents under the provisions of certificates of participation and investment funds in its deferred compensation plan. Under the provisions of the City's investment policy, and in accordance with Section 53601 of the California Government Code, the City may deposit and invest in the following:

- Certificates of Deposit
- Negotiable Certificates of Deposit
- Bankers Acceptances
- U.S. Treasury Issues
- Federal Agency or U.S. Government-Sponsored Enterprise Obligations
- Commercial paper
- Repurchase Agreements and Reverse Repurchase Agreements
- Passbook Savings Accounts
- Local Agency Investment Fund (State of California)
- County Investment Pool (Los Angeles)
- Medium Term Corporate Bonds/Notes
- Mortgage-backed Securities and Asset-backed securities
- Municipal Bonds
- Money Market Funds

The City allocates interest to all funds as required by Federal, State, County, or local code. Each fund allocated interest is indicated on the Revenue Summary of the Budget Detail book.



Fiscal Year 2012-13

## Mission Statement

*"Newport Beach is an exceptional community because of its nautical heritage, the natural beauty of the bay and ocean, and its outstanding enhancements.*

*As employees of the City of Newport Beach, we have been entrusted to be the stewards of the quality of life cherished by those who live, work and visit here.*

*In support of that trust, we commit to provide excellent service that respects the uniqueness and diversity of the community."*

## Organizational Values

As Employees of the City of Newport Beach,  
we choose to embrace and practice the following values:

In practicing **integrity**, we strive to be honest, reliable, respectful, ethical, fair, and authentic.

We will serve in a manner consistent with community values  
and follow through on our commitments.

In practicing **empathy**, we will be sensitive to the needs of others by being compassionate, thoughtful, open-minded, willing to understand, and by being good listeners.

In practicing **service**, we understand our roles as representatives of the City.

We will endeavor to practice humility, to make things better for others,  
and to treat others, as we want to be treated.

In practicing **excellence**, we will strive to do our best by  
demonstrating competence and a commitment to quality.

We will be innovative, thorough, efficient, and effective in our work.

In creating a **positive work environment**, we will express our appreciation for,  
and recognize, others. We will follow a work ethic, take pride of ownership in our work,  
be courteous, encourage creative thinking, seek and be open to challenges,  
create esprit de corps, maintain a safe environment, and act with enthusiasm.

In creating **unity of purpose**, we will practice cooperation and teamwork.

We will practice open communication by keeping others informed,  
considering the needs of others, and at times deferring to the needs of others.

In practicing **responsibility**, we will be accountable in our work, take initiative,  
make appropriate decisions, and act decisively.

We will acknowledge our errors and correct them.

In practicing **loyalty**, we will respect the individual and the position.

We will support each other, abide by decisions,  
and strive to always present a positive image of the City.



# SUMMARIES



## REVENUE SUMMARY 2012-13

Fund/Revenue Category	2008-09 Actual Revenue	2009-10 Actual Revenue	2010-11 Actual Revenue	2011-12 Original Revenue	2011-12 Revised Revenue	2012-13 Approved Revenue	Percent Increase (Decrease)
<b>GENERAL FUND</b>							
PROPERTY TAXES	70,126,680	71,999,679	71,630,345	72,155,615	72,612,217	72,975,146	0.50%
TAXES OTHER THAN PROPERTY	45,086,961	41,357,702	45,898,190	45,977,167	47,147,320	48,895,236	3.71%
LICENSES AND PERMITS	2,896,033	2,603,618	3,234,996	3,781,829	3,971,875	4,163,212	4.82%
INTERGOVERNMENTAL	2,597,107	2,693,785	2,306,209	1,345,748	1,818,130	1,209,809	-33.46%
CHARGES FOR CURRENT SERVICES	15,230,314	15,210,976	15,134,529	13,932,055	14,986,896	14,468,595	-3.46%
FINES, FORFEITURES & PENALTIES	3,711,086	3,739,303	3,542,294	3,604,300	3,651,814	3,539,847	-3.07%
USE OF MONEY AND PROPERTY	9,346,556	7,495,504	7,531,034	7,801,469	8,076,273	7,715,351	-4.47%
OTHER REVENUE	1,139,755	1,814,044	1,457,541	364,600	237,769	2,859,200	1102.51%
<b>TOTAL GENERAL FUND</b>	<b>150,134,492</b>	<b>146,914,612</b>	<b>150,735,137</b>	<b>148,962,783</b>	<b>152,502,294</b>	<b>155,826,396</b>	<b>2.18%</b>
<b>ASSET FORFEITURE FUND</b>							
INTERGOVERNMENTAL	105,045	316,650	-	20,000	-	-	0.00%
USE OF MONEY AND PROPERTY	8,084	7,508	-	60	8,681	-	-100.00%
OTHER REVENUE	-	-	-	-	-	-	0.00%
<b>TOTAL FORFEITURE FUND</b>	<b>113,129</b>	<b>324,158</b>	<b>-</b>	<b>20,060</b>	<b>8,681</b>	<b>-</b>	<b>-100.00%</b>
<b>OTS GRANT</b>							
INTERGOVERNMENTAL	239,949	183,538	227,507	-	233,094	60,600	-74.00%
<b>TOTAL OTS GRANT FUND</b>	<b>239,949</b>	<b>183,538</b>	<b>227,507</b>	<b>-</b>	<b>233,094</b>	<b>60,600</b>	<b>-74.00%</b>
<b>SLESF - COPS FUND</b>							
INTERGOVERNMENTAL	81,004	119,072	100,016	136,175	100,000	100,000	0.00%
USE OF MONEY AND PROPERTY	659	747	703	-	-	-	0.00%
<b>TOTAL SLESF - COPS FUND</b>	<b>81,663</b>	<b>119,819</b>	<b>100,719</b>	<b>136,175</b>	<b>100,000</b>	<b>100,000</b>	<b>0.00%</b>
<b>JAG FUND (FORMERLY LLEBG)</b>							
INTERGOVERNMENTAL	13,825	67,672	13,322	-	10,976	-	-100.00%
USE OF MONEY AND PROPERTY	-	285	-	-	-	-	0.00%
<b>TOTAL LLEBG FUND</b>	<b>13,825</b>	<b>67,957</b>	<b>13,322</b>	<b>-</b>	<b>10,976</b>	<b>-</b>	<b>-100.00%</b>
<b>CDBG FUND</b>							
INTERGOVERNMENTAL	551,715	470,499	284,615	360,000	356,344	350,834	-1.55%
USE OF MONEY AND PROPERTY	-	-	-	-	-	-	0.00%
<b>TOTAL CDBG FUND</b>	<b>551,715</b>	<b>470,499</b>	<b>284,615</b>	<b>360,000</b>	<b>356,344</b>	<b>350,834</b>	<b>-1.55%</b>
<b>STATE GAS TAX FUND</b>							
INTERGOVERNMENTAL	1,731,934	1,384,963	2,025,226	2,263,569	2,217,500	2,217,500	0.00%
USE OF MONEY AND PROPERTY	115,341	67,355	63,248	15,000	25,439	25,601	0.64%
OTHER REVENUE	-	-	-	-	-	-	0.00%
<b>TOTAL GAS TAX FUND</b>	<b>1,847,275</b>	<b>1,452,318</b>	<b>2,088,474</b>	<b>2,278,569</b>	<b>2,242,939</b>	<b>2,243,101</b>	<b>0.01%</b>
<b>PROP 1B TRANSPORTATION FUND</b>							
INTERGOVERNMENTAL	1,252,014	-	-	-	-	692,224	0.00%
USE OF MONEY AND PROPERTY	51,274	24,109	3,239	-	-	-	0.00%
<b>TOTAL PROP 1B TRANSPORT FUND</b>	<b>1,303,288</b>	<b>24,109</b>	<b>3,239</b>	<b>-</b>	<b>-</b>	<b>692,224</b>	<b>0.00%</b>
<b>TRAFFIC CONGESTION FUND</b>							
INTERGOVERNMENTAL	718,852	781,202	197,344	-	-	-	0.00%
USE OF MONEY AND PROPERTY	4,468	3,316	3,380	-	-	-	0.00%
<b>TOTAL TRAFFIC CONGESTION FUND</b>	<b>723,320</b>	<b>784,518</b>	<b>200,724</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TIDELANDS FUND</b>							
LICENSES, PERMITS AND FEES	1,311,650	1,271,375	1,485,375	1,370,000	1,624,714	1,706,180	5.01%
INTERGOVERNMENTAL	28,084	-	-	-	-	-	0.00%
CHARGES FOR SERVICES	123,981	82,400	151,284	55,000	90,000	115,000	27.78%
FINES, FORFEITURES & PENALTIES	1,704	242	2,935	500	2,100	2,500	19.05%
USE OF MONEY AND PROPERTY	7,654,324	8,630,984	8,821,318	9,219,462	8,873,772	8,751,059	-1.38%
OTHER REVENUE	280	(8,992)	-	-	-	-	0.00%
<b>TOTAL TIDELANDS FUND</b>	<b>9,120,023</b>	<b>9,976,009</b>	<b>10,460,912</b>	<b>10,644,962</b>	<b>10,590,586</b>	<b>10,574,739</b>	<b>-0.15%</b>
<b>CONTRIBUTIONS FUND</b>							
INTERGOVERNMENTAL	1,165,289	1,903,669	2,136,516	841,617	2,666,624	1,371,000	-48.59%
USE OF MONEY AND PROPERTY	185,006	95,625	-	-	-	-	0.00%
OTHER REVENUE	83,883	174,020	15,930	1,544,890	304,890	-	-100.00%
<b>TOTAL CONTRIBUTIONS FUND</b>	<b>1,434,178</b>	<b>2,173,314</b>	<b>2,152,446</b>	<b>2,386,507</b>	<b>2,971,514</b>	<b>1,371,000</b>	<b>-53.86%</b>
<b>CIRCULATION AND TRANS FUND</b>							
LICENSE, PERMITS AND FEES	859,820	366,087	378,481	275,000	275,000	275,000	0.00%
USE OF MONEY AND PROPERTY	105,443	92,853	64,154	30,000	30,000	30,000	0.00%
OTHER REVENUE	-	3,675,000	-	-	-	-	0.00%
<b>TOTAL CIRCULATION FUND</b>	<b>965,263</b>	<b>4,133,940</b>	<b>442,635</b>	<b>305,000</b>	<b>305,000</b>	<b>305,000</b>	<b>0.00%</b>

## REVENUE SUMMARY 2012-13

Fund/Revenue Category	2008-09 Actual Revenue	2009-10 Actual Revenue	2010-11 Actual Revenue	2011-12 Original Revenue	2011-12 Revised Revenue	2012-13 Approved Revenue	Percent Increase (Decrease)
<b>BUILDING EXCISE TAX FUND</b>							
LICENSES, PERMITS AND FEES	175,830	74,947	100,134	75,000	358,532	105,000	-70.71%
USE OF MONEY AND PROPERTY	9,983	6,469	4,861	2,000	2,000	4,077	103.86%
OTHER REVENUE	-	-	-	-	-	-	0.00%
<b>TOTAL BET FUND</b>	<b>185,813</b>	<b>81,416</b>	<b>104,995</b>	<b>77,000</b>	<b>360,532</b>	<b>109,077</b>	<b>-69.75%</b>
<b>MEASURE "M" FUND</b>							
INTERGOVERNMENTAL	1,730,412	1,797,798	1,175,606	2,649,570	4,110,397	4,203,026	2.25%
USE OF MONEY AND PROPERTY	169,319	78,546	58,336	25,000	66,922	50,000	-25.29%
OTHER REVENUE	-	-	-	-	-	-	0.00%
<b>TOTAL MEASURE "M" FUND</b>	<b>1,899,731</b>	<b>1,876,344</b>	<b>1,233,942</b>	<b>2,674,570</b>	<b>4,177,319</b>	<b>4,253,026</b>	<b>1.81%</b>
<b>AIR QUALITY MGMT FUND</b>							
INTERGOVERNMENTAL	98,737	97,868	100,655	80,000	285,845	100,000	-65.02%
USE OF MONEY AND PROPERTY	17,778	10,627	5,656	3,700	3,700	3,077	-16.84%
OTHER REVENUE	-	-	-	-	-	-	0.00%
<b>TOTAL AQMD FUND</b>	<b>116,515</b>	<b>108,495</b>	<b>106,311</b>	<b>83,700</b>	<b>289,545</b>	<b>103,077</b>	<b>-64.40%</b>
<b>ENVIRONMENTAL LIABILITY FUND</b>							
OTHER REVENUE	497,932	452,063	481,952	500,000	455,000	455,000	0.00%
USE OF MONEY AND PROPERTY	120,921	73,396	55,717	60,000	60,000	44,810	-25.32%
<b>TOTAL ENVIRONMENTAL LIAB FUND</b>	<b>618,853</b>	<b>525,459</b>	<b>537,670</b>	<b>560,000</b>	<b>515,000</b>	<b>499,810</b>	<b>-2.95%</b>
<b>NEWPORT ANNEXATION FUND</b>							
INTERGOVERNMENTAL	-	-	-	-	-	-	0.00%
USE OF MONEY AND PROPERTY	439,355	201,059	117,601	85,000	85,000	54,000	-36.47%
<b>TOTAL ANNEXATION FUND</b>	<b>439,355</b>	<b>201,059</b>	<b>117,601</b>	<b>85,000</b>	<b>85,000</b>	<b>54,000</b>	<b>-36.47%</b>
<b>ASSESSMENT DISTRICT PROJECTS</b>							
OTHER REVENUE	8,073,604	5,801,903	-	-	-	-	0.00%
USE OF MONEY AND PROPERTY	14,469	52,887	-	30,000	30,000	24,000	-20.00%
<b>TOTAL ASSESSMENT DIST. FUND</b>	<b>8,088,073</b>	<b>5,854,790</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>24,000</b>	<b>-20.00%</b>
<b>FACILITIES FINANCING PLAN FUND</b>							
OTHER REVENUE	-	-	-	13,500,000	13,545,000	2,000,000	-85.23%
USE OF MONEY AND PROPERTY	-	-	275,381	200,000	200,000	350,563	75.28%
<b>TOTAL FACILITIES FINANCING FUND</b>	<b>-</b>	<b>-</b>	<b>275,381</b>	<b>13,700,000</b>	<b>13,745,000</b>	<b>2,350,563</b>	<b>-82.90%</b>
<b>MAJOR FACILITIES REPLACEMENT FUND</b>							
USE OF MONEY AND PROPERTY	-	-	209,315	900,000	840,000	250,000	-70.24%
OTHER FINANCING SOURCES USES	-	-	127,815,300	-	-	-	0.00%
<b>TOTAL MAJOR FACILITIES FINANCING</b>	<b>-</b>	<b>-</b>	<b>128,024,614</b>	<b>900,000</b>	<b>840,000</b>	<b>250,000</b>	<b>-70.24%</b>
<b>CIOSEA FUND</b>							
OTHER REVENUE	-	-	-	-	-	-	0.00%
USE OF MONEY AND PROPERTY	104,414	40,285	2,544	-	-	-	0.00%
<b>TOTAL CIOSEA FUND</b>	<b>104,414</b>	<b>40,285</b>	<b>2,544</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>BONITA CANYON DEV. FUND</b>							
OTHER REVENUE	190,500	153,871	-	-	-	-	0.00%
USE OF MONEY AND PROPERTY	3,322	51	5	-	-	-	0.00%
<b>TOTAL BONITA CANYON DEV. FUND</b>	<b>193,822</b>	<b>153,922</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>MARINERS LIBRARY</b>							
INTERGOVERNMENTAL	-	318,074	-	-	-	-	0.00%
OTHER REVENUE	-	-	-	-	-	-	0.00%
USE OF MONEY AND PROPERTY	-	592	-	-	-	-	0.00%
<b>TOTAL MARINERS LIBRARY FUND</b>	<b>-</b>	<b>318,666</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>OASIS SR CENTER</b>							
INTERGOVERNMENTAL	6,512,473	1,569,879	1,685,873	-	-	-	0.00%
OTHER REVENUE	-	-	-	-	-	-	0.00%
USE OF MONEY AND PROPERTY	-	-	-	-	-	-	0.00%
<b>TOTAL OASIS SR CENTER</b>	<b>6,512,473</b>	<b>1,569,879</b>	<b>1,685,873</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>FIRE STATION #7</b>							
INTERGOVERNMENTAL	-	-	-	-	-	-	0.00%
OTHER REVENUE	-	-	-	-	-	-	0.00%
USE OF MONEY AND PROPERTY	2,318	1,169	-	-	-	-	0.00%
<b>TOTAL FIRE STATION #7 FUND</b>	<b>2,318</b>	<b>1,169</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>BACK BAY SCIENCE CENTER</b>							
INTERGOVERNMENTAL	450,000	300,000	-	-	-	-	0.00%
OTHER REVENUE	24,370	-	-	-	-	-	0.00%
USE OF MONEY AND PROPERTY	-	-	-	-	-	-	0.00%
<b>TOTAL BACK BAY SCIENCE CENTER</b>	<b>474,370</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>

## REVENUE SUMMARY 2012-13

Fund/Revenue Category	2008-09 Actual Revenue	2009-10 Actual Revenue	2010-11 Actual Revenue	2011-12 Original Revenue	2011-12 Revised Revenue	2012-13 Approved Revenue	Percent Increase (Decrease)
<b>MISC SAH PROJECTS</b>							
INTERGOVERNMENTAL	-	4,944,909	376,436	1,228,632	-	1,170,800	0.00%
OTHER REVENUE	-	-	-	-	-	-	0.00%
USE OF MONEY AND PROPERTY	-	-	-	-	-	-	0.00%
<b>TOTAL MISC SAH PROJECTS</b>	<u>-</u>	<u>4,944,909</u>	<u>376,436</u>	<u>1,228,632</u>	<u>-</u>	<u>1,170,800</u>	<u>0.00%</u>
<b>WATER ENTERPRISE FUND</b>							
LICENSES, PERMITS AND FEES	-	-	-	-	-	-	0.00%
INTERGOVERNMENTAL	22,588	-	-	-	-	-	0.00%
CHARGES FOR SERVICES	16,878,827	17,269,587	19,950,223	23,233,717	22,064,998	24,862,868	12.68%
USE OF MONEY AND PROPERTY	309,339	157,726	55,405	72,675	72,675	65,166	-10.33%
OTHER REVENUE	(27,343)	(21,020)	122,692	35,000	120,873	45,000	-62.77%
<b>TOTAL WATER FUND</b>	<u>17,183,411</u>	<u>17,406,293</u>	<u>20,128,320</u>	<u>23,341,392</u>	<u>22,258,546</u>	<u>24,973,034</u>	<u>12.20%</u>
<b>WASTEWATER ENTERPRISE FUND</b>							
INTERGOVERNMENTAL	-	-	-	-	-	-	0.00%
CHARGES FOR SERVICES	3,471,389	3,363,458	3,323,017	3,171,844	3,186,719	3,173,030	-0.43%
USE OF MONEY AND PROPERTY	130,018	70,790	39,105	-	11,122	12,000	7.89%
OTHER REVENUE	8,177	(24,870)	25,416	3,000	24,902	45,000	80.71%
<b>TOTAL WASTEWATER FUND</b>	<u>3,609,584</u>	<u>3,409,378</u>	<u>3,387,538</u>	<u>3,174,844</u>	<u>3,222,743</u>	<u>3,230,030</u>	<u>0.23%</u>
<b>INSURANCE RESERVE FUND</b>							
WORKERS' COMP PREMIUM	3,199,422	2,769,262	2,769,262	2,771,358	2,771,358	2,769,262	-0.08%
GENERAL LIABILITY PREMIUM	3,328,696	3,140,532	-	3,140,068	3,140,068	3,140,068	0.00%
DISABILITY INSURANCE PREMIUM	172	172	-	-	65,409	-	-100.00%
OTHER REVENUE	1,211,345	636,931	360,236	-	228,988	236,853	3.43%
<b>TOTAL INSURANCE FUND</b>	<u>7,739,635</u>	<u>6,546,897</u>	<u>3,129,498</u>	<u>5,911,426</u>	<u>6,205,823</u>	<u>6,146,183</u>	<u>-0.96%</u>
<b>RETIREE MEDICAL FUND</b>							
CHARGES FOR SERVICES	4,168,095	3,492,096	3,723,971	3,786,000	3,786,000	3,943,000	4.15%
USE OF MONEY AND PROPERTY	-	-	-	-	-	-	0.00%
OTHER REVENUE	1,884,823	2,608,726	2,445,748	2,400,000	2,400,000	2,755,000	14.79%
<b>TOTAL RETIREE MEDICAL FUND</b>	<u>6,052,918</u>	<u>6,100,822</u>	<u>6,169,719</u>	<u>6,186,000</u>	<u>6,186,000</u>	<u>6,698,000</u>	<u>8.28%</u>
<b>COMPENSATED ABSENCE FUND</b>							
INTERGOVERNMENTAL	-	12,116	-	-	-	-	0.00%
CHARGES FOR SERVICES	2,266,002	2,383,307	2,323,973	2,263,728	2,263,728	2,235,690	-1.24%
USE OF MONEY AND PROPERTY	123,792	50,063	19,114	43,774	43,774	25,758	-41.16%
OTHER REVENUE	-	-	(3,668)	-	3,674	3,200	-12.90%
<b>TOTAL COMP. ABSENCE FUND</b>	<u>2,389,794</u>	<u>2,445,486</u>	<u>2,339,420</u>	<u>2,307,502</u>	<u>2,311,176</u>	<u>2,264,648</u>	<u>-2.01%</u>
<b>INFORMATION TECHNOLOGY FUND</b>							
CHARGES FOR SERVICES	-	-	-	5,816,581	5,816,581	4,964,193	-14.65%
OTHER REVENUE	-	-	-	-	-	-	0.00%
<b>TOTAL INFO TECHNOLOGY FUND</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,816,581</u>	<u>5,816,581</u>	<u>4,964,193</u>	<u>-14.65%</u>
<b>EQUIPMENT MAINTENANCE FUND</b>							
INTERGOVERNMENTAL	-	-	-	-	-	-	0.00%
EQUIPMENT MAINTENANCE	2,318,160	2,295,281	2,222,291	2,012,706	2,100,000	2,100,000	0.00%
EQUIPMENT REPLACEMENT	2,996,399	3,002,573	2,905,201	3,447,300	3,500,000	3,500,000	0.00%
OTHER REVENUE	496,979	343,210	412,628	275,000	291,379	275,942	-5.30%
<b>TOTAL EQUIPMENT FUND</b>	<u>5,811,538</u>	<u>5,641,064</u>	<u>5,540,120</u>	<u>5,735,006</u>	<u>5,891,379</u>	<u>5,875,942</u>	<u>-0.26%</u>
<b>PD EQUIPMENT MAINTENANCE FUND</b>							
EQUIPMENT REPLACEMENT	-	-	691,945	691,945	691,945	550,500	-20.44%
OTHER REVENUE	-	-	103,695	35,000	64,159	64,450	0.45%
<b>TOTAL PD EQUIPMENT FUND</b>	<u>-</u>	<u>-</u>	<u>795,640</u>	<u>726,945</u>	<u>756,104</u>	<u>614,950</u>	<u>-18.67%</u>
<b>ACKERMAN FUND</b>							
USE OF MONEY AND PROPERTY	50,565	25,491	17,735	6,686	5,975	5,950	-0.42%
OTHER REVENUE	-	-	-	-	-	-	0.00%
<b>TOTAL ACKERMAN TRUST FUND</b>	<u>50,565</u>	<u>25,491</u>	<u>17,735</u>	<u>6,686</u>	<u>5,975</u>	<u>5,950</u>	<u>-0.42%</u>
<b>NEWPORT BAY DREDGING FUND</b>							
USE OF MONEY AND PROPERTY	204,147	104,074	72,740	48,104	48,104	34,185	-28.94%
OTHER REVENUES	-	-	-	-	-	-	0.00%
<b>TOTAL BACK BAY DREDGING</b>	<u>204,147</u>	<u>104,074</u>	<u>72,740</u>	<u>48,104</u>	<u>48,104</u>	<u>34,185</u>	<u>-28.94%</u>
<b>DEBT SERVICE FUND</b>							
USE OF MONEY AND PROPERTY	22,023	21,999	1,497,193	2,573,224	2,573,224	2,549,876	-0.91%
OTHER FINANCING SOURCES USES	-	-	-	-	-	-	0.00%
<b>TOTAL DEBT SERVICE FUND</b>	<u>22,023</u>	<u>21,999</u>	<u>1,497,193</u>	<u>2,573,224</u>	<u>2,573,224</u>	<u>2,549,876</u>	<u>-0.91%</u>
<b>TOTAL ALL FUNDS</b>	<u>228,899,090</u>	<u>224,302,688</u>	<u>342,253,025</u>	<u>240,260,668</u>	<u>244,639,480</u>	<u>237,695,240</u>	<u>-2.84%</u>
Less: Internal Premiums	(14,108,851)	(13,591,127)	(10,220,727)	(19,451,741)	(19,657,144)	(18,709,213)	0.00%
<b>TOTAL ALL CITY FUNDS, NET OF INTERNAL PREMIUMS</b>	<u>214,790,239</u>	<u>210,711,561</u>	<u>332,032,298</u>	<u>220,808,927</u>	<u>224,982,336</u>	<u>218,986,027</u>	<u>-2.67%</u>



## EXPENDITURES BY FUND

Function and Activities	2008-09 Actual Expenditures	2009-10 Actual Expenditures	2010-11 Actual Expenditures	2011-12 Original Expenditures	2011-12 Revised Expenditures	2012-13 Original Expenditures	% of Total Operating Budget
<b>GENERAL FUND BUDGET</b>							
<b>General Government</b>							
City Council	1,188,990	1,163,486	1,138,753	940,397	1,137,377	968,701	0.46%
City Clerk	469,507	382,360	453,521	546,465	555,365	714,950	0.34%
City Manager	1,779,540	1,502,081	1,541,641	1,921,740	1,944,724	2,412,855	1.15%
Human Resources	2,053,500	2,331,841	2,165,106	2,393,166	2,397,666	2,515,172	1.20%
City Attorney	2,097,159	2,688,217	2,724,204	2,292,941	2,302,828	2,301,853	1.10%
Finance	7,978,960	7,439,653	7,401,510	5,284,343	5,282,673	5,591,159	2.67%
<b>Total General Government</b>	<b>15,567,656</b>	<b>15,507,638</b>	<b>15,424,735</b>	<b>13,379,052</b>	<b>13,620,633</b>	<b>14,504,690</b>	<b>6.92%</b>
<b>Public Safety</b>							
Police Department	44,919,067	43,350,642	41,402,375	41,502,813	41,667,012	41,820,180	19.94%
Fire Department	33,356,318	33,411,596	33,228,362	34,353,768	34,725,815	35,574,484	16.96%
<b>Total Public Safety</b>	<b>78,275,385</b>	<b>76,762,238</b>	<b>74,630,737</b>	<b>75,856,581</b>	<b>76,392,827</b>	<b>77,394,664</b>	<b>36.90%</b>
<b>Community Development</b>							
City Manager	660,941	563,378	516,763	-	-	-	0.00%
Community Development	-	-	-	8,939,933	8,910,552	8,415,045	4.01%
Planning	3,324,759	3,125,983	2,870,470	-	-	-	0.00%
Building	4,713,078	4,397,468	4,256,871	-	-	-	0.00%
Public Works - Code/Water Quality Enforce	-	-	-	332,948	332,948	568,281	0.27%
<b>Total Community Development</b>	<b>8,698,778</b>	<b>8,086,829</b>	<b>7,644,104</b>	<b>9,272,881</b>	<b>9,243,500</b>	<b>8,983,326</b>	<b>4.28%</b>
<b>Public Works</b>							
Municipal Operations - General Services	22,440,344	22,160,950	20,794,709	22,212,918	22,348,925	22,645,826	10.80%
Public Works	5,644,502	5,646,082	5,573,782	5,501,087	5,801,818	5,758,350	2.75%
Municipal Operations - Utilities	1,454,692	1,158,994	1,170,070	774,984	796,456	842,463	0.40%
<b>Total Public Works</b>	<b>29,539,538</b>	<b>28,966,026</b>	<b>27,538,561</b>	<b>28,488,989</b>	<b>28,947,199</b>	<b>29,246,639</b>	<b>13.94%</b>
<b>Community Services</b>							
City Council - Centennial	-	-	-	-	-	-	0.00%
Recreation & Sr. Services	6,760,245	6,555,331	7,222,603	8,418,226	8,491,404	8,879,681	4.23%
Libraries & Arts	6,521,718	6,554,183	6,581,788	6,889,590	7,644,001	6,609,635	3.15%
Finance - Parking Meters	-	-	-	1,608,373	1,608,373	1,196,534	0.57%
<b>Total Community Services</b>	<b>13,281,963</b>	<b>13,109,514</b>	<b>13,804,391</b>	<b>16,916,189</b>	<b>17,743,778</b>	<b>16,685,850</b>	<b>7.96%</b>
<b>General Fund Operating Budget Savings</b>	<b>-</b>	<b>-</b>	<b>(5,000,000)</b>	<b>-</b>	<b>(3,000,000)</b>	<b>-</b>	<b>0.00%</b>
<b>General Fund Debt Service/Non Dept Exp</b>	<b>1,571,250</b>	<b>-</b>	<b>961,139</b>	<b>780,000</b>	<b>780,000</b>	<b>750,000</b>	<b>0.36%</b>
<b>Total General Fund Op. Budget</b>	<b>146,934,570</b>	<b>142,432,245</b>	<b>135,003,667</b>	<b>144,693,692</b>	<b>143,727,937</b>	<b>147,565,169</b>	<b>70.36%</b>
<b>General Fund CIPs</b>	<b>5,910,047</b>	<b>7,127,010</b>	<b>2,085,096</b>	<b>4,610,730</b>	<b>5,523,267</b>	<b>6,092,667</b>	<b>2.90%</b>
<b>Total General Fund Budget</b>	<b>152,844,617</b>	<b>149,559,255</b>	<b>137,088,763</b>	<b>149,304,422</b>	<b>149,251,204</b>	<b>153,657,836</b>	<b>73.26%</b>
<b>ENTERPRISE FUNDS</b>							
Water - Operations	16,806,079	16,908,256	17,106,085	19,138,975	19,393,719	18,200,235	8.68%
Water - CIP	1,433,341	1,714,482	-	4,637,000	2,893,944	9,553,966	4.56%
Water - Debt Service	1,581,325	1,585,000	4,672,987	-	-	-	0.00%
Wastewater - Operations	2,792,917	2,711,550	2,593,954	3,050,262	3,102,093	2,995,568	1.43%
Wastewater - CIP	423,255	369,261	2,949,380	901,500	1,165,413	686,900	0.33%
<b>Total Enterprise Funds</b>	<b>23,036,917</b>	<b>23,288,549</b>	<b>27,322,406</b>	<b>27,727,737</b>	<b>26,555,169</b>	<b>31,436,669</b>	<b>14.99%</b>
<b>INTERNAL SERVICE FUNDS</b>							
Insurance Reserve	6,805,959	5,379,784	7,102,468	4,884,705	4,884,705	5,828,510	2.78%
Equipment Fund - Operations	3,266,604	3,850,214	4,133,509	4,585,565	4,765,563	5,535,842	2.64%
Equipment Fund - CIP	65,709	57,950	74,667	-	11,651	-	0.00%
Equipment Fund - Debt Service	-	-	-	-	-	-	0.00%
PD Equipment Replacement	477,300	802,540	570,923	430,000	857,999	429,500	0.20%
Compensated Absences	2,158,082	6,432,776	2,547,885	2,154,247	2,154,247	1,964,100	0.94%
Retiree Medical	8,249,701	5,720,155	1,388,168	6,259,000	6,259,000	6,698,000	3.19%
Information Technology	-	-	-	4,271,669	4,888,671	5,204,242	2.48%
<b>Total Internal Service Funds</b>	<b>21,023,355</b>	<b>22,243,419</b>	<b>15,817,620</b>	<b>22,585,186</b>	<b>23,821,836</b>	<b>25,660,194</b>	<b>12.23%</b>
<b>OTHER FUNDS</b>							
Police Grants	278,959	440,533	301,977	139,060	392,436	350,000	0.17%
CDBG - Operations	124,479	134,720	123,181	113,319	113,320	122,733	0.06%
CDBG - Debt Service	196,253	197,535	199,345	201,653	201,653	202,485	0.10%
Finance - Parking Lots	-	-	-	-	-	-	0.00%
Tidelands - Harbor Resources	1,921,292	1,806,717	1,856,904	1,401,485	1,814,079	1,682,279	0.80%
Tidelands - Oil and Gas	671,273	711,311	675,403	978,325	995,329	802,460	0.38%
Tidelands - Debt Service	237,062	237,062	237,062	771,057	771,057	-	0.00%
Circulations & Trans Debt Service	-	183,044	189,241	-	80,000	-	0.00%
AQMD	16,705	14,342	58,137	9,000	9,000	10,500	0.01%
Environmental Liability	123,878	108,537	-	139,286	146,508	161,086	0.08%
Newport Annexation - Debt Service	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	0.57%
Debt Service	565,463	569,379	4,782,790	10,626,967	10,626,967	10,631,267	5.07%
Civic Center Admin Fees	-	-	4,774,285	7,500	7,500	7,500	0.00%
CIOA Debt Service	-	-	191,784	-	137,500	137,500	0.07%
Ackerman Fund	19,350	4,650	4,750	5,000	5,000	5,000	0.00%
All Other CIP	22,774,375	37,494,259	20,030,224	47,507,950	128,574,906	36,527,194	17.42%
<b>Total Other Funds</b>	<b>28,129,089</b>	<b>43,102,089</b>	<b>34,625,083</b>	<b>63,100,602</b>	<b>145,075,255</b>	<b>51,840,004</b>	<b>24.72%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>194,427,251</b>	<b>191,430,350</b>	<b>189,714,505</b>	<b>205,060,767</b>	<b>206,534,283</b>	<b>209,733,976</b>	<b>100.00%</b>
<b>TOTAL CIP</b>	<b>30,606,727</b>	<b>46,762,962</b>	<b>25,139,367</b>	<b>57,657,180</b>	<b>138,169,181</b>	<b>52,860,727</b>	
<b>TOTAL CITY BUDGET</b>	<b>225,033,978</b>	<b>238,193,312</b>	<b>214,853,872</b>	<b>262,717,947</b>	<b>344,703,464</b>	<b>262,594,703</b>	
<b>LESS: INTERNAL CHARGES</b>	<b>(14,108,851)</b>	<b>(13,591,127)</b>	<b>(10,220,727)</b>	<b>(19,451,741)</b>	<b>(19,657,144)</b>	<b>(18,709,213)</b>	
<b>TOTAL BUDGET NET OF INTERNAL CHARGES</b>	<b>210,925,127</b>	<b>224,602,185</b>	<b>204,633,145</b>	<b>243,266,206</b>	<b>325,046,320</b>	<b>243,885,490</b>	

## 2012-13 EXPENDITURES BY DEPARTMENT

	Salaries & Benefits	% of Total	Maintenance and Operation	% of Total	Capital Outlay	% of Total	Debt Service	Total Budget	% of Total
<b>DEPARTMENT SERVICES</b>									
City Council	243,710	0.19%	723,191	1.07%	1,800	0.04%	-	968,701	0.37%
City Clerk	461,567	0.37%	253,383	0.37%	-	0.00%	-	714,950	0.27%
City Manager	1,378,131	1.10%	1,032,724	1.53%	2,000	0.04%	-	2,412,855	0.92%
Human Resources	1,557,443	1.24%	951,729	1.41%	6,000	0.13%	-	2,515,172	0.96%
City Attorney	1,409,153	1.13%	886,100	1.31%	6,600	0.14%	-	2,301,853	0.88%
Finance	4,717,751	3.77%	2,064,942	3.05%	5,000	0.10%	-	6,787,693	2.58%
Police	35,648,907	28.49%	6,163,579	9.11%	7,694	0.16%	-	41,820,180	15.93%
Fire	29,218,534	23.35%	6,156,683	9.10%	199,267	4.16%	-	35,574,484	13.55%
Community Development	7,190,975	5.75%	1,315,003	1.94%	31,800	0.66%	-	8,537,778	3.25%
Municipal Operations	14,937,681	11.94%	30,470,371	45.02%	78,500	1.64%	-	45,486,552	17.32%
Public Works	5,494,077	4.39%	2,488,883	3.68%	25,950	0.54%	-	8,008,910	3.05%
Library Services (incl Cultural Arts)	4,760,156	3.80%	1,835,479	2.71%	14,000	0.29%	-	6,609,635	2.52%
Recreation and Sr. Services	4,800,132	3.84%	4,052,099	5.99%	27,450	0.57%	-	8,879,681	3.38%
General Fund - Non Dept	250,000	0.20%	500,000	0.74%	-	0.00%	-	750,000	0.29%
<b>INTERNAL SERVICES</b>									
Insurance Reserve	-	0.00%	5,828,510	8.61%	-	0.00%	-	5,828,510	2.22%
Equipment Maint. & Replacement	1,234,626	0.99%	654,216	0.97%	3,647,000	76.08%	-	5,535,842	2.11%
PD Equipment Replacement	-	0.00%	115,000	0.17%	314,500	6.56%	-	429,500	0.16%
Compensated Absence	1,964,100	1.57%	-	0.00%	-	0.00%	-	1,964,100	0.75%
Retiree Medical	6,698,000	5.35%	-	0.00%	-	0.00%	-	6,698,000	2.55%
Information Technology	3,064,385	2.45%	1,945,257	2.87%	194,600	4.06%	-	5,204,242	1.98%
<b>DEBT SERVICE</b>									
CDBG Balboa Village Loan	-	0.00%	-	0.00%	-	0.00%	202,485	202,485	0.08%
Balboa Yacht Basin Construction Loan	-	0.00%	-	0.00%	-	0.00%	-	-	0.00%
Circulation and Transportation	-	0.00%	-	0.00%	-	0.00%	-	-	0.00%
Newport Annexation	-	0.00%	-	0.00%	-	0.00%	1,200,000	1,200,000	0.46%
Central Library Construction	-	0.00%	43,000	0.06%	-	0.00%	10,588,267	10,631,267	4.05%
Civic Center Admin Fees	-	0.00%	7,500	0.01%	-	0.00%	-	7,500	0.00%
CIOSA	-	0.00%	-	0.00%	-	0.00%	137,500	137,500	0.05%
Groundwater Improvement Bonds	-	0.00%	-	0.00%	-	0.00%	-	-	0.00%
Rolling Stock Leases	-	0.00%	-	0.00%	-	0.00%	-	-	0.00%
<b>OTHER ACTIVITIES</b>									
Narcotic Asset Forfeiture	-	0.00%	18,260	0.03%	231,740	4.83%	-	250,000	0.10%
OTS Grant	-	0.00%	-	0.00%	-	0.00%	-	-	0.00%
SLESF	100,000	0.08%	-	0.00%	-	0.00%	-	100,000	0.04%
LLEBG	-	0.00%	-	0.00%	-	0.00%	-	-	0.00%
AQMD	-	0.00%	10,500	0.02%	-	0.00%	-	10,500	0.00%
Environmental Liability Fund	-	0.00%	161,086	0.24%	-	0.00%	-	161,086	0.06%
Ackerman Donation	-	0.00%	5,000	0.01%	-	0.00%	-	5,000	0.00%
Capital Improvement Projects	-	0.00%	-	0.00%	-	0.00%	-	52,860,727	20.13%
<b>Total Budget</b>	<b>125,129,328</b>	<b>100.00%</b>	<b>67,682,495</b>	<b>100.00%</b>	<b>4,793,901</b>	<b>100%</b>	<b>12,128,252</b>	<b>262,594,703</b>	<b>100.00%</b>
<b>Less: Internal Charges</b>	<b>(5,004,952)</b>		<b>(13,704,261)</b>		<b>-</b>		<b>-</b>	<b>(18,709,213)</b>	
<b>Total Budget Net of Internal Charges</b>	<b>120,124,376</b>		<b>53,978,234</b>		<b>4,793,901</b>		<b>12,128,252</b>	<b>243,885,490</b>	
<b>OPERATING BUDGET</b>	<b>TOTAL</b>	<b>% OF BUDGET TYPE</b>	<b>% OF TOTAL BUDGET</b>		<b>GENERAL FUND</b>	<b>% OF BUDGET TYPE</b>	<b>% OF TOTAL BUDGET</b>		
Salaries and Benefits	125,129,328	59.66%	47.65%		106,387,071	72.09%	69.24%		
Maintenance and Operation	67,682,495	32.27%	25.77%		40,841,037	27.68%	26.58%		
Capital Outlay	4,793,901	2.29%	1.83%		337,061	0.23%	0.22%		
Debt Service	12,128,252	5.78%	4.62%		-	0.00%	0.00%		
<b>Total Operating Budget</b>	<b>209,733,976</b>	<b>100.00%</b>	<b>79.87%</b>		<b>147,565,169</b>	<b>100.00%</b>	<b>96.03%</b>		
<b>CAPITAL IMPROVEMENTS</b>	<b>52,860,727</b>	<b>20.13%</b>	<b>20.13%</b>		<b>6,092,667</b>	<b>100.00%</b>	<b>3.97%</b>		
<b>TOTAL BUDGET</b>	<b>262,594,703</b>	<b>100.00%</b>	<b>100.00%</b>		<b>153,657,836</b>	<b>100.00%</b>	<b>100.00%</b>		

OPERATING EXPENDITURES - ALL FUNDS																			
Acct Code	Activity - Function	City Council	City Clerk	City Manager	Human Resources	City Attorney	Finance	Police	Fire	Community Development	Municipal Operations	Public Works	Library Services	Recreation & Sr Svcs	Internal Svc Funds	Other Activities	Total	Activity - Function	Acct Code
7000	SALARIES - MISC	-	315,622	903,437	1,093,033	1,022,835	2,902,403	4,911,615	1,068,381	4,879,742	9,248,816	3,846,689	2,588,067	2,266,497	2,903,029	-	37,950,166	SALARIES-MISC	7000
7010	SALARIES - SAFETY	-	-	-	-	-	-	13,572,803	12,334,947	-	-	-	-	-	-	-	25,907,750	SALARIES-SAFETY	7010
7020	SALARIES - PERM PART TIME & TEMP	-	-	100,034	-	-	410,240	682,257	1,385,740	83,487	60,118	106,848	801,446	1,159,856	32,172	-	4,822,198	SALARIES-PERM PART TIME & TEMP	7020
7040	OVERTIME, MISC	-	500	2,000	-	1,000	10,054	231,664	-	75,444	564,102	15,535	1,883	2,400	42,006	-	946,588	OVERTIME, MISC	7040
7041	OVERTIME, SAFETY	-	-	-	-	-	-	1,352,158	-	-	-	-	-	-	-	-	1,352,158	OVERTIME, SAFETY	7041
7042	OVERTIME, PLANNED	-	-	-	-	-	-	-	488,390	-	-	-	-	-	-	-	488,390	OVERTIME, PLANNED	7042
7043	OVERTIME, VACATION RELIEF	-	-	-	-	-	-	-	1,587,629	-	-	-	-	-	-	-	1,587,629	OVERTIME, VACATION RELIEF	7043
7044	OVERTIME, UNCONTROLLED	-	-	-	-	-	-	-	973,165	-	-	-	-	-	-	-	973,165	OVERTIME, UNCONTROLLED	7044
7059	PACKER/CALLBACK/DUTY PAY	-	-	-	-	-	-	-	29,000	-	214,140	-	-	-	-	-	243,140	PACKER/CALLBACK/STANDBY PAY	7059
7060	SPECIAL ASSIGNMENT/TILLER/EMT PAY	-	-	-	-	-	-	-	69,972	-	-	-	-	-	-	-	69,972	COPTER & TILLER	7060
7062	NIGHT DIFF, MISC	-	-	-	-	-	4,500	49,947	-	238	2,325	-	10,232	-	-	-	67,242	NIGHT DIFF, MISC	7062
7063	CERTIFICATION PAY	-	-	-	-	-	5,743	-	207,284	44,355	44,829	4,423	-	-	9,159	-	315,793	CERTIFICATION PAY	7063
7066	BILINGUAL PAY	-	-	-	-	-	9,000	45,600	17,400	7,200	1,800	-	1,800	1,800	-	-	84,600	BILINGUAL PAY	7066
7067	LONGEVITY PAY	-	-	-	-	-	-	67,276	51,294	-	-	-	-	-	-	-	118,570	LONGEVITY PAY	7067
7070	SCHOLASTIC ACHIEVEMENT	-	-	-	-	-	-	588,438	445,487	-	-	-	-	-	-	-	1,033,925	SCHOLASTIC ACHIEVEMENT	7070
7071	EDUCATION RETENTION, MISC	-	-	-	-	-	-	97,443	-	-	-	-	-	-	6,524	-	103,967	EDUCATION RETENTION, MISC	7071
7072	HOLIDAY PAY, MISC	-	-	-	-	-	-	165,905	18,907	-	-	-	-	-	23,744	-	208,556	HOLIDAY PAY, MISC	7072
7074	HOLIDAY PAY, SAFETY	-	-	-	-	-	-	607,776	340,302	-	-	-	-	-	-	-	948,078	HOLIDAY PAY, SAFETY	7074
7076	LEADERSHIP PAY, SAFETY	-	-	-	-	-	-	16,184	-	-	-	-	-	-	-	-	16,184	LEADERSHIP PAY, SAFETY	7076
7085	UNEMPLOYMENT & TERMINATION PAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000	250,000	UNEMPLOYMENT & TERMINATION PAY	7085
7088	PAID FLEX/SPILLOVER PAY	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PAID FLEX/SPILLOVER PAY	7088
7100	COUNCIL ALLOWANCES	109,265	-	-	-	-	-	-	-	-	-	-	-	-	-	-	109,265	COUNCIL ALLOWANCES	7100
7210	HEALTH/DENTAL/VISION	114,465	65,409	114,465	196,226	132,453	611,571	3,141,306	2,243,271	866,664	2,215,718	572,326	621,382	531,445	523,945	-	11,950,646	HEALTH/DENTAL/VISION	7210
7227	RETIREE INSURANCE - MERP	-	4,890	3,390	4,920	-	26,130	156,179	113,072	28,620	91,514	32,620	18,690	20,220	23,355	-	523,600	RETIREE INSURANCE-MERP	7226
7250	SALARY SAVINGS/REIMBURSEMENT	-	-	-	-	-	-	(500,000)	(304,307)	-	-	-	-	-	(27,000)	100,000	(731,307)	SALARY SAVINGS/REIMBURSEMENT	7250
7251	RETIREE INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	6,698,000	-	6,698,000	RETIREE INSURANCE	7251
7290	LIFE INSURANCE	-	420	735	1,226	851	3,902	21,851	15,330	5,542	14,196	3,675	3,843	3,393	3,394	-	78,358	LIFE INSURANCE	7290
7295	EMPLOYEE ASSISTANCE	-	92	160	275	186	857	4,813	3,346	1,215	3,105	779	871	745	745	-	17,189	EMPLOYEE ASSISTANCE	7295
7350	OTHER MISC BENEFITS/ALLOWANCES	-	960	21,380	8,940	10,800	11,220	50,460	60,400	22,100	49,572	14,100	3,000	18,270	13,500	-	284,702	OTHER MISC BENEFITS/ALLOWANCES	7350
7370	WORKERS' COMP, MISC	-	4,913	26,717	14,622	18,046	69,023	146,594	80,399	95,203	423,267	51,930	69,174	142,474	73,913	-	1,216,275	WORKERS' COMP, MISC	7370
7371	WORKERS' COMP, SAFETY	-	-	-	-	-	-	819,784	670,316	-	-	-	-	-	-	-	1,490,100	WORKERS' COMP, SAFETY	7371
7373	COMPENSATED ABSENCES	-	11,047	31,620	38,256	35,799	101,584	642,014	469,117	170,791	323,708	134,498	90,582	79,327	2,065,706	-	4,194,049	COMPENSATED ABSENCES	7373
7425	MEDICARE FRINGES	1,624	4,690	15,131	16,316	15,287	47,299	314,642	222,229	71,413	120,064	57,194	48,372	49,165	42,349	-	1,025,775	MEDICARE FRINGES	7425
7439	PERS EMPLOYER PD MEMBER CONTRIB MISC	2,708	7,823	25,514	27,092	25,414	72,826	405,466	50,586	123,626	229,614	95,928	70,964	75,203	100,266	-	1,313,030	PERS EPMC - MISC	7439
7440	PER EMPLOYER CONTRBN-MISC	15,648	45,202	129,795	156,538	146,484	420,796	817,173	168,756	714,324	1,326,739	554,283	410,039	434,529	425,097	-	5,765,403	PERS EMPLOYER CONTRBN-MISC	7440
7441	PERS EMPLOYER CNTRBN-SAFETY	-	-	-	-	-	-	5,829,040	5,206,573	-	-	-	-	-	-	-	11,035,613	PERS EMPLOYER CNTRBN-SAFETY	7441
7442	PERS EMPLOYER PD MEMBER CONTRIB SAFE	-	-	-	-	-	-	1,398,062	1,151,206	-	-	-	-	-	-	-	2,549,268	PERS EPMC-SAFETY	7442
7460	RETIREMENT PART TIME/TEMP	-	-	3,751	-	-	10,603	12,456	50,344	1,012	4,054	3,251	19,811	14,808	1,206	-	121,296	RETIREMENT PART TIME/TEMP	7460
	SUBTOTAL SALARY & BENEFITS	243,710	461,567	1,378,131	1,557,443	1,409,153	4,717,751	35,648,906	29,218,536	7,190,976	14,937,681	5,494,079	4,760,156	4,800,132	12,961,110	350,000	125,129,328	SUBTOTAL SALARY & BENEFITS	
8010	ADVERT & PUB RELATIONS	4,000	8,000	4,000	20,000	-	-	11,650	26,245	10,000	15,000	-	6,000	-	-	14,460	119,355	ADVERT & PUB RELATIONS	8010
8012	PROGRAMMING/FIRE EXPLORERS	-	-	-	-	-	-	-	5,000	-	-	-	32,000	-	-	-	37,000	PROGRAMMING/FIRE EXPLORERS	8012
8020	AUTOMOTIVE SERVICE	-	-	-	-	-	3,500	330,435	208,326	12,400	444,000	17,100	6,000	38,250	2,200	-	1,062,211	AUTOMOTIVE SERVICE	8020
8021	AUTOMOTIVE EXTERIOR MAINT	-	-	-	-	-	-	52,768	3,000	-	-	-	-	-	-	-	55,768	AUTOMOTIVE EXTERIOR MAINT	8021
8022	EQUIPMENT MAINTENANCE	-	-	-	-	-	11,577	-	513,074	48,532	1,270,809	53,568	7,061	65,071	44,566	-	2,014,258	EQUIPMENT MAINTENANCE	8022
8023	AUTOMOTIVE PURCHASE	-	-	-	-	-	-	141,445	-	-	-	-	-	-	-	-	141,445	AUTOMOTIVE PURCHASE	8023
8024	EQUIPMENT REPLACEMENT	-	-	-	-	-	10,100	590,500	1,397,118	36,959	1,365,730	45,768	5,492	73,182	18,747	-	3,543,596	EQUIPMENT REPLACEMENT	8024
8030	MAINT & REPAIR - EQUIP	150	15,000	9,650	1,000	1,000	6,800	58,717	127,887	20,000	26,400	282,600	13,500	8,000	278,500	94,000	943,204	MAINT & REPAIR - EQUIP	8030
8031	MAINT & REPAIR - COPIERS	-	-	-	-	-	-	-	-	-	-	-	4,500	-	92,645	-	97,145	MAINT & REPAIR - COPIERS	8031
8032	MAINT & REPAIR - GYM	-	-	10,386	-	-	-	-	-	-	-	-	-	-	-	-	10,386	MAINT & REPAIR - GYM	8032
8033	MAINT & REPAIR - PRINTERS	-	500	1,200	2,500	-	8,450	34,000	8,250	11,760	5,575	6,700	5,000	7,085	23,825	-	114,845	MAINT & REPAIR - PRINTERS	8033
8034	MAINT & REPAIR - NOC	-	-	-	-	-	-	-	-	-	26,859	30,000	-	-	-	250,000	306,859	MAINT - E. COAST HIGHWAY	8037
8040	MAINT & REPAIR - FACILITIES	2,000	-	1,635	-	-	20,000	176,120	191,486	-	258,552	40,220	103,650	129,938	-	-	923,601	MAINT & REPAIR - FACILITIES	8040
8050	PSTGE,FREIGHT,EXPRESS NOC	1,000	3,000	97,050	3,000	5,300	51,250	48,615	14,120	21,400	83,882	6,550	15,000	51,698	1,000	-	402,865	PSTGE, FREIGHT, EXPRESS NOC	8050
8060	PUBLICATIONS & DUES NOC	40,000	650	8,000	4,500	4,500	10,750	21,363	30,508	16,500	7,300	11,200	5,306	3,505	1,500	-	165,582	PUBLICATIONS & DUES NOC	8060
8070	RENTAL/PROP & EQUIP NOC	-	-	-	-	-	5,240	30,643	32,443	-	18,000	5,700	800	81,288	-	-	174,114	RENTAL/PROP & EQUIP NOC	8070
8078	EMPLOYEE RECOGNITION	-	-	-	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	EMPLOYEE RECOGNITION	8078
8080	SERVICES-PROF & TECH NOC	180,000	108,400	580,000	455,000	67,000	326,838	693,820	174,877	215,000	1,646,250	636,100	3,450	377,285	67,865	253,800	5,785,685	SERVICES-PROF & TECH NOC	8080
80802	SERVICES-OTHER SPECIAL	-	-	-	-	-	-	-	225,810	-	-	-	-	-	-	-	225,810	SERVICES-OTHER SPECIAL	80802
80805	SERVICES-TREE RELATED	-	-	-	-	-	-	-	-	-	225,000	-	-	-	-	-	225,000	SERVICES-TREE RELATED	80805
80808	SERVICES - NPDES/TMDL ADMIN	-	-	-	-	-	-	-	-	-	-	300,000	-	-	-	-	300,000	SERVICES - NPDES/TMDL ADMIN	80808
8081	SERVICES-JANITORIAL	-	-	-	-	-	-	72,223	8,821	-	409,846	7,500	86,400	144,963	-	-	729,753	SERVICES-JANITORIAL	8081
8085	SERVICES-NEWPORT COAST	-	-	-	-	-	-	-	-	-	1,231,801	-	-	-	-	-	1,231,801	SERVICES-NEWPORT COAST	8085
8088	SERVICES - CONTRACT	-	-	-	-	-	750,000	700,000	-	-	2,636,064	235,000	-	1,949,619	-	-	6,270,683	SERVICES - CONTRACT	8088
8091	SERVICES-COMPUTER CONSULT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	SERVICES-COMPUTER CONSULT	8091
8100	TRAVEL & MEETINGS NOC	9,000	2,500	25,920	7,500	6,000	29,950	8,270	46,080	15,000	7,600	12,000	5,275	12,800	21,275	-	209,170	TRAVEL & MEETINGS NOC	8100
8105	TRAINING	1,000	1,600	7,000	10,500	9,500	35,100	112,183	150,392	23,500	22,300	28,500	5,200	27,350	65,000	-	499,125	TRAINING	8105
8106	TRAINING, POST	-	-	-	-	-	-	86,991	-	-	-	-	-	-	-	-	86,991	TRAINING, POST	8106
8107	TRAINING, CITY WIDE	-	-	-	20,000	-	-	-	7,714	-	-	-	-	-	-	-	27,714	TRAINING, CITY WIDE	8107
8112	UTILITIES - TELEPHONE	-	-	500	-	-	2,720	57,058	75,013	9,505	45,650	12,100	7,229	9,180	180,400	-	399,355	UTILITIES-TELEPHONE	8112
8114	UTILITIES - NATURAL GAS	-	-	-	-	-	-	5,000	19,155	-	19,000	1,000	13,543</						

OPERATING EXPENDITURES - ALL FUNDS																			
Acct Code	Activity - Function	City Council	City Clerk	City Manager	Human Resources	City Attorney	Finance	Police	Fire	Community Development	Municipal Operations	Public Works	Library Services	Recreation & Sr Svcs	Internal Svc Funds	Other Activities	Total	Activity - Function	Acct Code
8156	WELLS & STATION MAINTENANCE	-	-	-	-	-	-	-	-	-	297,000	-	-	-	-	-	297,000	WELLS & STATION MAINTENANCE	8156
8160	MAINT & REPAIR MATRLS NOC	-	600	-	-	-	450	1,477	28,220	-	871,494	3,300	8,740	28,825	4,000	-	947,106	MAINT & REPAIR MATRLS NOC	8160
8165	MAINT - IRRIGATION REPAIR	-	-	-	-	-	-	-	-	-	28,093	-	-	-	-	-	28,093	MAINT-IRRIGATION REPAIR	8165
8166	MAINT - STORM DRAINS	-	-	-	-	-	-	-	-	-	55,900	-	-	-	-	-	55,900	MAINT-STORM DRAINS	8166
8168	MAINT - PIERS/FLOATS/DOCKS	-	-	-	-	-	-	-	-	-	-	15,000	-	-	-	-	15,000	MAINT - PIERS/FLOATS/DOCKS	8168
8170	MAINT - BEACH CLEANING/BBSC	-	-	-	-	-	-	-	-	-	17,600	25,000	-	-	-	-	42,600	MAINT-BEACH CLEANING	8170
8173	MAINT-BLDG/PLYGRND EQ RPR	-	-	-	-	-	-	-	-	-	5,000	-	-	-	-	-	5,000	MAINT-BLDG/PLYGRND EQ RPR	8173
8176	MAINT - TRAFFIC CONTROL	-	-	-	-	-	-	-	-	-	6,500	-	-	-	-	-	6,500	MAINT-TRAFFIC CONTROL	8176
8178	ABLE EXPENSES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	ABLE EXPENSES	8178
8180	MAINT - OUTSIDE LABOR	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000	-	60,000	MAINT-OUTSIDE LABOR	8180
8181	MAINT-COMP SOFTWARE	-	-	-	-	-	-	8,311	-	-	-	-	-	-	8,000	-	16,311	MAINT-COMP SOFTWARE	8181
8182	MAINT-COMP HARDWARE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	MAINT-COMP HARDWARE	8182
8183	MAINT-BACKFLOW & SCADA	-	-	-	-	-	-	-	-	-	135,000	-	-	-	-	-	135,000	MAINT-BACKFLOW & SCADA	8183
8186	MAINT-SEWER	-	-	-	-	-	-	-	-	-	173,750	-	-	-	-	-	173,750	MAINT-SEWER	8186
8190	WATER PROGRAMS	-	-	-	-	-	-	-	-	-	581,500	-	-	-	-	-	581,500	WATER PROGRAMS	8190
8200	SPECIAL DEPT SUPPLIES NOC	2,000	-	-	-	-	14,805	95,160	453,402	18,984	569,320	9,435	15,500	253,945	108,000	-	1,540,551	SPECIAL DEPT SUPPLIES NOC	8200
8202	COMPUTER SUPPLIES	-	-	-	-	-	-	-	-	-	-	1,500	-	-	-	-	1,500	COMPUTER SUPPLIES	8202
8204	UNIFORM EXPENSE	-	-	-	-	-	2,484	125,000	284,601	600	63,250	-	-	10,540	9,500	-	495,975	UNIFORM EXPENSE	8204
8206	PRISONER CUSTODY EXPENSE	-	-	-	-	-	-	42,500	-	-	-	-	-	-	-	-	42,500	PRISONER CUSTODY EXPENSE	8206
8208	PHOTO EXPENSE	-	-	-	-	-	-	3,500	-	-	-	-	-	-	-	-	3,500	PHOTO EXPENSE	8208
8209	SHOOTING RANGE SUPPLIES	-	-	-	-	-	-	47,800	-	-	-	-	-	-	-	-	47,800	SHOOTING RANGE SUPPLIES	8209
8210	S.W.A.T. SUPPLIES	-	-	-	-	-	-	51,665	-	-	-	-	-	-	-	-	51,665	S.W.A.T. SUPPLIES	8210
8211	CANINE SUPPLIES	-	-	-	-	-	-	12,590	-	-	-	-	-	-	-	-	12,590	CANINE SUPPLIES	8211
8212	STREET CLEANING EXPENSE	-	-	-	-	-	-	-	-	-	5,000	-	-	-	-	-	5,000	STREET CLEANING EXPENSE	8212
8214	CARPENTER SHOP SUPPLIES	-	-	-	-	-	-	-	-	-	2,000	-	-	-	-	-	2,000	CARPENTER SHOP SUPPLIES	8214
8216	SAFETY EQUIPMENT	-	-	-	-	-	300	-	-	-	4,000	-	-	-	-	-	4,300	SAFETY EQUIPMENT	8216
8220	SIGN SHOP SUPPLIES	-	-	-	-	-	-	-	-	-	4,000	-	-	-	-	-	4,000	SIGN SHOP SUPPLIES	8220
8222	TRAFFIC SUPPLIES & CONTRACT	-	-	-	-	-	-	-	-	-	126,000	-	-	-	-	-	126,000	TRAFFIC SUPPLIES & CONTRACT	8222
8224	ROADWAY PAINTS & BARS	-	-	-	-	-	-	-	-	-	11,700	-	-	-	-	-	11,700	ROADWAY PAINTS & BARS	8224
8228	SIGNS AND SIGN MATERIALS	-	-	-	-	-	-	-	-	-	33,000	-	-	-	-	-	33,000	SIGNS AND SIGN MATERIALS	8228
8232	SIGN INSTALLATION MATRLS	-	-	-	-	-	-	-	-	-	20,000	-	-	-	-	-	20,000	SIGN INSTALLATION MATRLS	8232
8234	IN SCTCDES/HRBCDES/FNGCDES	-	-	-	-	-	-	-	-	-	6,000	-	-	-	-	-	6,000	IN SCTCDES/HRBCDES/FNGCDES	8234
8235	PLANT MATERIALS/TURF RENOVATION	-	-	-	-	-	-	-	-	-	20,000	-	-	-	-	-	20,000	PLANT MATERIALS/TURF RENOVATION	8235
8236	FERTILIZER/TOP SOIL/AMENDMENTS	-	-	-	-	-	-	-	-	-	20,000	-	-	-	-	-	20,000	FERTILIZER/TOP SOIL/AMENDMENTS	8236
8238	ASPHALT/CONCRETE MATERIALS	-	-	-	-	-	-	-	-	-	340,000	-	-	-	-	-	340,000	ASPHALT/CONCRETE MATERIALS	8238
8240	TOOLS, INSTRUMENTS, ETC	-	-	-	-	-	-	4,500	11,000	1,300	18,700	1,950	-	-	8,000	-	45,450	TOOLS, INSTRUMENTS, ETC	8240
8250	SPECIAL DEPT EXPENSE NOC	414,200	-	125,000	1,000	-	1,938	82,666	131,918	-	1,933,800	5,000	-	125,000	2,000	3,000	2,825,522	SPECIAL DEPT EXPENSE NOC	8250
8254	CITY GRANTS	25,000	-	-	-	-	-	-	-	-	-	-	40,000	-	-	-	65,000	CITY GRANTS	8254
8255	TUITION REIMBURSEMENT	-	-	-	95,500	-	-	-	-	-	-	-	-	-	-	-	95,500	TUITION REIMBURSEMENT	8255
8257	SISTER CITIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	SISTER CITIES	8257
8259	EMPLOYEE RIDESHARE PRGM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,500	7,500	EMPLOYEE RIDESHARE PRGM	8259
8260	LIBRARY MATERIALS	-	-	-	-	30,300	-	-	-	-	-	-	619,740	-	-	-	650,040	LIBRARY MATERIALS	8260
8265	FIREWORKS	26,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	26,000	FIREWORKS	8265
8292	HAZARD MITIGATION	-	-	-	-	-	-	-	-	-	179,816	-	-	-	-	-	179,816	HAZARD MITIGATION	8292
8295	IMPORTED WATER EXP-MWD	-	-	-	-	-	-	-	-	-	4,700,000	-	-	-	-	-	4,700,000	IMPORTED WATER EXP-MWD	8295
8296	GROUNDWATER EXP	-	-	-	-	-	-	-	-	-	3,700,000	-	-	-	-	-	3,700,000	GROUNDWATER EXP	8296
8297	RECLAIMED WATER EXP-OCWD	-	-	-	-	-	-	-	-	-	106,000	-	-	-	-	-	106,000	RECLAIMED WATER EXP-OCWD	8297



# SUMMARIES

## SUMMARY OF ESTIMATED 2011-12 YEAR END FUND BALANCES

Fund / Account	Actual Fund Balance 2010-11	Estimated Revenue 2011-12	Transfers In	Transfers Out	Estimated Budget Expenditures 2011-12	Estimated Capital Improvements 2011-12	Estimated Year End Fund Balance 2011-12
General Fund	-	152,502,294	15,304,158	18,567,629	143,727,937	5,510,887	-
Nonspendable							
Reserve for Inventories	231,641	-	-	-	-	-	231,641
Reserve for Long term receivables	471,250	-	-	-	-	-	471,250
Reserve for Prepaid Items	93,101	-	-	-	-	-	93,101
Restricted							
Affordable Housing Reserve	1,546,573	-	581,716	-	-	-	2,128,289
Hoag Circulation Improvements	134,760	-	-	-	-	-	134,760
Committed							
Contingency Reserve	21,841,467	-	-	-	-	-	21,841,467
Reserve for Facilities Replacement Plan	-	-	-	-	-	-	-
Senior Citizen Site	23,790	-	-	-	-	-	23,790
Off Street Parking	10,532	-	11,000	-	-	-	21,532
Paramedic Program	479,366	-	-	-	-	-	479,366
Recreation Instruction Reserve	428,658	-	74,000	76,000	-	-	428,658
Park In Lieu Fees	813,009	-	104,500	-	-	80	917,429
In Lieu Parking Fees	69,276	-	87,000	-	-	-	156,276
Neighborhood Enhancement Res. A	238,876	-	32,000	-	-	1,000	269,876
Neighborhood Enhancement Res. B	(579,424)	-	387,738	780,000	-	8,755	(980,442)
Oceanfront Encroachment	159,176	-	180,000	-	-	2,545	336,631
Cable Franchise	1,360,385	-	100,000	100,000	-	-	1,360,385
START Video	377,432	-	-	-	-	-	377,432
Encumbrances	2,133,493	-	-	2,133,493	-	-	-
Capital Reappropriations (CIP Rebudget)	2,516,600	-	677,000	2,516,600	-	-	677,000
City Manager Assignments							
Reserve for PERS Rate Changes	5,000,000	-	-	-	-	-	5,000,000
Fair Value Adjustment	369,235	-	-	-	-	-	369,235
Assignments		3980000	-	7466399	3980000	-	-
Unassigned	21,158,212	-	-	-	-	-	21,158,212
TOTAL	62,857,408	152,502,294	25,005,511	28,153,722	143,727,937	5,523,267	62,960,287
Ackerman Donation Fund	-	-	-	-	-	-	-
Appropriations Reserve	(9,341)	5,975	9,341	-	5,000	-	975
Appropriations Reserve - Scholarship	162,911	-	-	-	-	-	162,911
Appropriations Reserve - Hi Tech	32,566	-	-	-	-	-	32,566
Perm Scholarship Endowment Reserve	259,125	-	-	-	-	-	259,125
Perm Equipment Endowment Reserve	742,985	-	-	-	-	-	742,985
Fair Value Adj. Reserve	9,341	-	-	9,341	-	-	-
Reserve for Encumbrance	-	-	-	-	-	-	-
CDBG Fund	-	-	-	-	-	-	-
Appropriations Reserve	(64,977)	356,344	23,608	-	314,973	8,802	(8,800)
Reserve for Encumbrance	23,608	-	-	23,608	-	-	-
AQMD Fund	-	-	-	-	-	-	-
Appropriations Reserve	296,193	289,545	38,942	-	9,000	35,963	579,717
Fair Value Adj. Reserve	2,979	-	-	2,979	-	-	-
Reserve for Encumbrance	35,963	-	-	35,963	-	-	-
Asset Forfeiture Fund	-	-	-	-	-	-	-
Appropriations Reserve	867,875	8,681	5,204	-	39,060	-	842,700
Fair Value Adj. Reserve	5,204	-	-	5,204	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
OTS Grant Fund	(380)	233,094	-	-	242,399	-	(9,685)
Reserve for Encumbrances	-	-	-	-	-	-	-
SLESF - COPS Fund	-	100,000	-	-	100,000	-	-
Appropriations Reserve	(326)	-	326	-	-	-	-
Fair Value Adj. Reserve	326	-	-	326	-	-	-
Justice Assistance Grant (formerly LLEBG)	-	-	-	-	-	-	-
Appropriations Reserve	-	10,976	-	-	10,977	-	(1)
Fair Value Adj. Reserve	-	-	-	-	-	-	-
State Gas Tax Fund	-	-	-	-	-	-	-
Appropriations Reserve	3,640,132	2,242,939	1,597,410	2,701,500	-	2,521,186	2,257,795
Appropriations Reserve (CIP rebudget)	800,000	-	2,541,500	800,000	-	-	-
Fair Value Adj. Reserve	33,313	-	-	33,313	-	-	2,541,500
Reserve for Encumbrances	764,097	-	-	764,097	-	-	-
Prop 1B Transportation Fund	-	-	-	-	-	-	-
Appropriations Reserve	(1,706)	-	1,706	-	-	-	-
Fair Value Adj. Reserve	1,706	-	-	1,706	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-

# SUMMARY OF ESTIMATED 2011-12 YEAR END FUND BALANCES

Fund / Account	Actual Fund Balance 2010-11	Estimated Revenue 2011-12	Transfers		Estimated Budget Expenditures 2011-12	Estimated Capital Improvements 2011-12	Estimated Year End Fund Balance 2011-12
			In	Out			
Traffic Congestion Relief Fund	-	-	-	-	-	-	-
Appropriations Reserve	(5,766)	-	5,766	-	-	3,986	(3,986)
Fair Value Adj. Reserve	1,780	-	-	1,780	-	-	-
Reserve for Encumbrances	3,986	-	-	3,986	-	-	-
Measure M Fund							
Turnback	3,302,592	-	887,429	736,200	-	3,865,903	(412,082)
Turnback Fair Value Adj. Reserve	30,726	-	-	30,726	-	-	-
Turnback Encumbrances	856,703	-	-	856,703	-	-	-
Competitive	(603,236)	2,675,278	639,808	3,363,542	-	646,705	(1,298,397)
Measure M 2	-	1,502,041	-	-	-	-	1,502,041
Appropriations Reserve (CIP rebudget)	-	-	4,099,742	-	-	-	4,099,742
Competitive Encumbrances	638,847	-	-	638,847	-	-	-
Competitive Fair Value Adj. Reserve	961	-	-	961	-	-	-
Tide and Submerged Land Fund							
Appropriation Reserve	-	10,590,586	7,890,263	6,389,365	3,580,465	8,511,019	-
Fair Value Adj. Reserve	42,646	-	-	42,646	-	-	-
Capital Reappropriations (CIP Rebudget)	4,280,351	-	787,500	4,280,351	-	-	787,500
Reserve for Encumbrances	1,067,266	-	-	1,067,266	-	-	-
Upper Bay Reserve	139,134	-	88,800	-	-	-	227,934
Oil and Gas	360,000	-	40,000	-	-	-	400,000
Contributions Fund							
Misc Cooperative Projects	(2,270,948)	2,474,680	302,263	1,500,000	-	709,163	(1,703,168)
Bristol Street Relinquishment	387,641	-	5,689	-	-	75,405	317,925
Bristol St. Fair Value Adj. Reserve	3,184	-	-	3,184	-	-	-
PCH Relinquishment	3,925,002	-	31,348	-	-	-	3,956,350
PCH Relinquishment Fair Value Adj. Reserve	31,348	-	-	31,348	-	-	-
Environmental Contributions	65,022	496,834	1,625	462,000	-	2,388,000	(2,286,519)
Environmental Fair Value Adj. Reserve	1,625	-	-	1,625	-	-	-
Appropriations Reserve (CIP rebudget)	-	-	1,962,000	-	-	-	1,962,000
Reserve for Encumbrances	304,768	-	-	304,768	-	-	-
Circulation and Transportation Fund							
Appropriations Reserve	509,727	305,000	2,817,396	306,400	80,000	5,617,282	(2,371,559)
Fair Value Adj. Reserve	32,956	-	-	32,956	-	-	-
Appropriations Reserve (CIP rebudget)	-	-	168,900	-	-	-	168,900
Reserve for Encumbrances	2,784,440	-	-	2,784,440	-	-	-
Building Excise Tax Fund							
Appropriations Reserve	328,158	360,532	6,599	-	-	4,039	691,250
Fair Value Adj. Reserve	2,560	-	-	2,560	-	-	-
Reserve for Encumbrances	4,039	-	-	4,039	-	-	-
Environmental Liability Fund							
Appropriation Reserve	3,898,309	515,000	36,569	-	146,508	-	4,303,370
Fair Value Adj. Reserve	29,347	-	-	29,347	-	-	-
Reserve for Encumbrances	7,222	-	-	7,222	-	-	-
Newport Annexation Funds							
Receipt Fund	7,199,967	85,000	33	1,285,000	-	-	6,000,000
Fair Value Adj. Reserve-Receipt	33	-	-	33	-	-	-
Allocation Fund	-	-	1,200,000	-	1,200,000	-	-
Fair Value Adj. Reserve-Allocation	-	-	-	-	-	-	-
Building Fund	(1,761)	-	1,761	-	-	-	-
Fair Value Adj. Reserve-Building	1,761	-	-	1,761	-	-	-
Reserve for Encumbrances-Building	-	-	-	-	-	-	-
Debt Service Fund							
Appropriation Reserve	1,488,670	2,573,224	8,053,743	-	10,626,967	-	1,488,670
Reserve for Debt Service	-	-	-	-	-	-	-
Assessment District Projects							
Appropriation Reserve	5,396,546	30,000	300,391	-	-	3,762,113	1,964,824
Reserve for Encumbrances	230,218	-	-	230,218	-	-	-
Fair Value Adj. Reserve	34,710	-	-	34,710	-	-	-
Facilities Financing Plan Fund							
Appropriations Reserve	25,480,598	13,745,000	5,202,632	8,053,743	-	-	36,374,487
Fair Value Adj. Reserve	145,046	-	-	145,046	-	-	-
Major Facilities Replacement							
Civic Center	(7,895,907)	840,000	98,118,923	800,000	7,500	97,430,305	(7,174,789)
Appropriations Reserve (CIP rebudget)	-	-	800,000	-	-	-	800,000
Reserve for Encumbrances-Civic Center	98,118,923	-	-	98,118,923	-	-	-
	90,223,016	840,000	98,918,923	98,918,923	7,500	97,430,305	(6,374,789)

## SUMMARY OF ESTIMATED 2011-12 YEAR END FUND BALANCES

Fund / Account	Actual Fund Balance 2010-11	Estimated Revenue 2011-12	Transfers In	Transfers Out	Estimated Budget Expenditures 2011-12	Estimated Capital Improvements 2011-12	Estimated Year End Fund Balance 2011-12
Marina Park	(1,666,725)	-	141,310	6,849,600	-	2,313,356	(10,688,371)
Sunset Ridge Park	(1,298,316)	-	83,536	9,337,426	-	307,510	(10,859,716)
Police Facility	(2,175)	-	-	-	-	-	(2,175)
Lifeguard Headquarters	(30,179)	-	-	150,000	-	250,000	(430,179)
Strategic Planning	-	-	-	-	-	112,399	(112,399)
Appropriations Reserve (CIP rebudget)	-	-	16,337,026	-	-	-	16,337,026
Reserve for Encumbrances	224,846	-	-	224,846	-	-	-
CIOSA Fund							
Appropriation Reserve	(1,340)	-	138,840	-	137,500	-	-
Fair Value Adj. Reserve	1,340	-	-	1,340	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Bonita Canyon Development Fund	-	-	-	-	-	-	-
Appropriation Reserve	22,200	-	-	-	-	22,200	-
Reserve for Encumbrances	-	-	-	-	-	-	-
OASIS Sr. Center							
Appropriation Reserve	239,055	-	801,718	1,040,773	-	-	-
Reserve for Encumbrances	801,718	-	-	801,718	-	-	-
Back Bay Science Center Fund							
Appropriation Reserve	(125,421)	-	-	-	-	-	(125,421)
Reserve for Encumbrances	-	-	-	-	-	-	-
MISC SAH Projects Fund							
Appropriation Reserve	(71,357)	-	22,974	-	-	23,805	(72,188)
Appropriations Reserve (CIP rebudget)	-	-	-	-	-	-	-
Reserve for Encumbrances	22,974	-	-	22,974	-	-	-
Newport Bay Dredging Fund	-	-	-	-	-	-	-
Permanent Endowment	3,857,000	-	-	-	-	-	3,857,000
Appropriation Reserve	940,154	48,104	38,313	-	-	-	1,026,571
Fair Value Adj. Reserve	38,313	-	-	38,313	-	-	-
Insurance Reserve Fund							
Workers' Compensation Reserve	16,241,282	2,951,261	114,448	-	2,535,325	-	16,771,666
Liability Reserve	5,931,149	3,254,562	65,889	-	2,349,380	-	6,902,220
Fair Value Adj. Reserve	180,337	-	-	180,337	-	-	-
Retiree Medical Fund							
Operating Fund	130,207	6,186,000	2,314,000	-	6,259,000	-	2,371,207
Conversion Fund	-	-	-	-	-	-	-
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Compensated Absence Fund	-	-	-	-	-	-	-
Appropriation Reserve	2,273,027	2,311,176	10,068	-	2,154,247	-	2,440,024
Fair Value Adj. Reserve	10,068	-	-	10,068	-	-	-
Information Technology Fund							
Appropriation Reserve	-	5,816,581	-	-	4,888,671	-	927,910
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Equipment Fund							
Equipment Maintenance	-	2,100,000	-	-	2,116,065	11,651	(27,716)
Equipment Replacement - All Other	14,954,368	3,791,379	226,650	-	2,649,498	-	16,322,899
Equipment Replacement - PD	3,426,034	756,104	115,743	-	857,999	-	3,439,882
Fair Value Adj. Reserve	142,530	-	-	142,530	-	-	-
Reserve for Encumbrances	199,863	-	-	199,863	-	-	-
Water Enterprise Fund							
Stabilization & Contingency Reserve	3,917,170	22,228,023	159,883	3,749,000	19,393,719	-	3,162,357
Infrastructure Replacement Reserve	3,133,310	30,524	4,506,202	2,927,000	-	2,859,709	1,883,327
Appropriations Reserve (CIP rebudget)	-	-	2,927,000	-	-	-	2,927,000
Fair Value Adj. Reserve	38,380	-	-	38,380	-	-	-
Reserve for Encumbrances	878,705	-	-	878,705	-	-	-
	7,967,565	22,258,546	7,593,085	7,593,085	19,393,719	2,859,709	7,972,683
Wastewater Enterprise Fund							
Stabilization & Contingency Reserve	3,786,621	3,222,743	796,896	500,000	3,102,093	707,813	3,496,354
Infrastructure Replacement Reserve	(2,949,380)	-	500,000	493,900	-	457,600	(3,400,880)
Appropriations Reserve (CIP rebudget)	-	-	493,900	-	-	-	493,900
Fair Value Adj. Reserve	20,597	-	-	20,597	-	-	-
Reserve for Encumbrances	776,299	-	-	776,299	-	-	-
	1,634,137	3,222,743	1,790,796	1,790,796	3,102,093	1,165,413	589,374
TOTAL	367,083,866	244,639,480	192,467,124	192,467,124	206,534,283	138,169,181	176,796,866



# SUMMARY OF ESTIMATED 2012-13 YEAR END FUND BALANCES

Fund / Account	Fund Balance 2011-12	Estimated Revenue 2012-13	Transfers In	Transfers Out	Estimated Budget Expenditures 2012-13	Estimated Capital Improvements 2012-13	Estimated Year End Fund Balance 2012-13
General Fund	-	155,826,396	13,947,866	16,116,426	147,565,169	6,092,667	-
Nonspendable							
Reserve for Inventories	231,641	-	-	-	-	-	231,641
Reserve for Long term receivables	471,250	-	-	-	-	-	471,250
Reserve for Prepaid Items	93,101	-	-	-	-	-	93,101
Restricted							
Affordable Housing Reserve	2,128,289	-	308,310	-	-	-	2,436,599
Hoag Circulation Improvements	-	-	-	-	-	-	134,760
Committed							
Contingency Reserve	21,841,467	-	365,529	-	-	-	22,206,996
Reserve for Facilities Replacement Plan	-	-	-	-	-	-	-
Senior Citizen Site	23,790	-	-	-	-	-	23,790
Off Street Parking	21,532	-	7,500	-	-	-	29,032
Paramedic Program	479,366	-	-	254,000	-	-	225,366
Recreation Instruction Reserve	426,658	-	90,000	-	-	-	516,658
Park In Lieu Fees	917,429	-	578,022	-	-	-	1,495,451
In Lieu Parking Fees	156,276	-	67,000	-	-	-	223,276
Neighborhood Enhancement Res. A	269,876	-	49,000	-	-	-	318,876
Neighborhood Enhancement Res. B	(980,442)	-	517,608	-	-	-	(462,834)
Oceanfront Encroachment	336,631	-	180,000	-	-	-	516,631
Cable Franchise	1,360,385	-	260,000	1,460,385	-	-	160,000
START Video	377,432	-	-	-	-	-	377,432
Encumbrances	-	-	-	-	-	-	-
Capital Reappropriations (CIP Rebudget)	677,000	-	-	677,000	-	-	-
City Manager Assignments							
Reserve for PERS Rate Changes	5,000,000	-	-	-	-	-	5,000,000
Fair Value Adjustment	369,235	-	-	-	-	-	369,235
Assignments	7,466,399	-	6,551,314	5,950,000	-	-	8,067,713
Unassigned	21,158,212	-	-	-	-	-	21,158,212
TOTAL	62,960,287	155,826,396	22,922,149	24,457,811	147,565,169	6,092,667	63,593,186
Ackerman Donation Fund							
Appropriations Reserve	975	5,950	-	-	-	-	6,926
Appropriations Reserve - Scholarship	162,911	-	-	-	5,000	-	157,911
Appropriations Reserve - Hi Tech	32,566	-	-	-	-	-	32,566
Perm Scholarship Endowment Reserve	259,125	-	-	-	-	-	259,125
Perm Equipment Endowment Reserve	742,985	-	-	-	-	-	742,985
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrance	-	-	-	-	-	-	-
CDBG Fund							
Appropriations Reserve	(8,800)	350,834	-	-	325,218	100,000	(83,184)
Reserve for Encumbrance	-	-	-	-	-	-	-
AQMD Fund							
Appropriations Reserve	579,717	103,077	-	-	10,500	-	672,294
Reserve for Encumbrance	-	-	-	-	-	-	-
OTS Grant Fund							
Reserve for Encumbrances	(9,685)	60,600	-	-	-	-	50,915
Asset Forfeiture Fund							
Appropriations Reserve	842,700	-	-	-	250,000	-	592,700
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
SLESF - COPS Fund							
-	-	100,000	-	-	100,000	-	-
Justice Assistance Grant (formerly LLEBG)							
Appropriations Reserve	(1)	-	-	-	-	-	(1)
Fair Value Adj. Reserve	-	-	-	-	-	-	-
State Gas Tax Fund							
Appropriations Reserve	2,257,795	2,243,101	2,541,500	-	-	4,503,752	2,538,644
Capital Reappropriations (CIP Rebudget)	2,541,500	-	-	2,541,500	-	-	-
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Prop 1B Transportation Fund							
Appropriations Reserve	-	692,224	-	-	-	692,224	-
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Traffic Congestion Relief Fund							
Appropriations Reserve	(3,986)	-	-	-	-	-	(3,986)
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-

# SUMMARY OF ESTIMATED 2012-13 YEAR END FUND BALANCES

Fund / Account	Fund Balance 2011-12	Estimated Revenue 2012-13	Transfers In	Transfers Out	Estimated Budget Expenditures 2012-13	Estimated Capital Improvements 2012-13	Estimated Year End Fund Balance 2012-13
Measure M Fund							
Turnback	(412,082)	-	-	-	-	1,370,776	(1,782,858)
Turnback Fair Value Adj. Reserve	-	-	-	-	-	-	-
Turnback Encumbrances	-	-	-	-	-	-	-
Measure M 2	1,502,041	1,586,209	4,099,742	-	-	-	7,187,992
Capital Reappropriations (CIP Rebudget)	4,099,742	-	-	4,099,742	-	-	-
Competitive	(1,298,397)	2,666,817	-	-	-	4,126,784	(2,758,364)
Competitive Encumbrances	-	-	-	-	-	-	-
Tide and Submerged Land Fund							
Appropriation Reserve	-	10,574,739	787,500	6,957,866	2,484,739	1,919,634	-
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Capital Reappropriations (CIP Rebudget)	787,500	-	-	787,500	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Upper Bay Reserve	227,934	-	85,000	-	-	-	312,934
Oil and Gas	400,000	-	40,000	-	-	-	440,000
Contributions Fund							
Misc Cooperative Projects	(1,703,168)	1,371,000	1,500,000	-	-	2,321,000	(1,153,168)
Bristol Street Relinquishment	317,925	-	-	-	-	327,000	(9,075)
PCH Relinquishment	3,956,350	-	-	-	-	300,000	3,656,350
Environmental Contributions	(2,286,519)	-	462,000	-	-	462,000	(2,286,519)
Capital Reappropriations (CIP Rebudget)	1,962,000	-	-	1,962,000	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Circulation and Transportation Fund							
Appropriations Reserve	(2,371,559)	305,000	168,900	217,500	-	168,900	(2,284,059)
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Capital Reappropriations (CIP Rebudget)	168,900	-	-	168,900	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Building Excise Tax Fund							
Appropriations Reserve	691,250	109,077	-	-	-	405,000	395,327
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Environmental Liability Fund							
Appropriation Reserve	4,303,370	499,810	-	-	161,086	-	4,642,094
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Newport Annexation Funds							
Receipt Fund	6,000,000	54,000	-	1,254,000	-	-	4,800,000
Fair Value Adj. Reserve-Receipt	-	-	-	-	-	-	-
Allocation Fund	-	-	1,200,000	-	1,200,000	-	-
Fair Value Adj. Reserve-Allocation	-	-	-	-	-	-	-
Building Fund	-	-	-	-	-	-	-
Fair Value Adj. Reserve-Building	-	-	-	-	-	-	-
Reserve for Encumbrances-Building	-	-	-	-	-	-	-
Debt Service Fund							
Appropriation Reserve	1,488,670	2,549,876	8,054,820	-	10,631,267	-	1,462,099
Reserve for Debt Service	-	-	-	-	-	-	-
Assessment District Projects							
Appropriation Reserve	1,964,824	24,000	-	-	-	-	1,988,824
Reserve for Encumbrances	-	-	-	-	-	-	-
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Facilities Financing Plan Fund							
Appropriations Reserve	36,374,487	2,350,563	4,676,143	8,554,820	-	-	34,846,373
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Major Facilities Replacement							
Civic Center	(7,174,789)	250,000	2,160,385	-	7,500	2,316,717	(7,088,621)
Capital Reappropriations (CIP Rebudget)	800,000	-	-	800,000	-	-	-
Reserve for Encumbrances-Civic Center	-	-	-	-	-	-	-
	(6,374,789)	250,000	2,160,385	800,000	7,500	2,316,717	(7,088,621)
Marina Park	(10,688,371)	-	6,849,600	-	-	6,811,730	(10,650,501)
Sunset Ridge Park	(10,859,716)	-	9,337,426	-	-	9,259,276	(10,781,566)
Police Facility	(2,175)	-	-	-	-	-	(2,175)
Lifeguard Headquarters	(430,179)	-	150,000	-	-	84,000	(364,179)
Strategic Planning	(112,399)	-	-	-	-	187,601	(300,000)
City Hall Reuse	-	-	500,000	-	-	-	500,000
Capital Reappropriations (CIP Rebudget)	16,337,026	-	-	16,337,026	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-

# SUMMARY OF ESTIMATED 2012-13 YEAR END FUND BALANCES

Fund / Account	Fund Balance 2011-12	Estimated Revenue 2012-13	Transfers In	Transfers Out	Estimated Budget Expenditures 2012-13	Estimated Capital Improvements 2012-13	Estimated Year End Fund Balance 2012-13
CIOSA Fund							
Appropriation Reserve	-	-	137,500	-	137,500	-	-
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Back Bay Science Center Fund	-						
Appropriation Reserve	(125,421)	-	-	-	-	-	(125,421)
Reserve for Encumbrances	-	-	-	-	-	-	-
MISC SAH Projects Fund	-						
Permanent Endowment	(72,188)	1,170,800	-	-	-	1,170,800	(72,188)
Appropriation Reserve	-	-	-	-	-	-	-
Newport Bay Dredging Fund							
Permanent Endowment	3,857,000	-	-	-	-	-	3,857,000
Appropriation Reserve	1,026,571	34,185	-	-	-	-	1,060,756
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Insurance Reserve Fund							
Workers' Compensation Reserve	16,771,666	2,887,689	-	-	2,793,660	-	16,865,695
Liability Reserve	6,902,220	3,258,495	-	-	3,034,850	-	7,125,865
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Retiree Medical Fund							
Operating Fund	2,371,207	6,698,000	2,466,000	-	6,698,000	-	4,837,207
Conversion Fund	-	-	-	-	-	-	-
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Compensated Absence Fund							
Appropriation Reserve	2,440,024	2,264,648	-	-	1,964,100	-	2,740,572
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Information Technology Fund							
Appropriation Reserve	927,910	4,964,193	3,000,000	-	5,204,242	-	3,687,861
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Equipment Fund							
Equipment Maintenance	(27,716)	2,100,000	-	-	1,902,342	-	169,942
Equipment Replacement - All Other	16,322,899	3,775,942	-	3,000,000	3,633,500	-	13,465,341
Equipment Replacement - PD	3,439,882	614,950	-	-	429,500	-	3,625,332
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
Water Enterprise Fund							
Stabilization & Contingency Reserve	3,162,357	24,961,956	-	3,881,000	18,200,235	-	6,043,078
Infrastructure Replacement Reserve	1,883,327	11,078	6,808,000	-	-	9,553,966	(851,561)
Fair Value Adj. Reserve	-	-	-	-	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
	7,972,683	24,973,034	6,808,000	6,808,000	18,200,235	9,553,966	5,191,517
Wastewater Enterprise Fund							
Stabilization Reserve	-	-	-	-	-	-	-
Future Infrastructure Reserve	3,496,354	3,230,030	-	517,500	2,995,568	-	3,213,316
Future Infrastructure Reserve	(3,400,880)	-	1,011,400	-	-	686,900	(3,076,380)
Fair Value Adj. Reserve	493,900	-	-	493,900	-	-	-
Reserve for Encumbrances	-	-	-	-	-	-	-
	589,374	3,230,030	1,011,400	1,011,400	2,995,568	686,900	136,936
-	176,796,866	237,695,240	78,958,065	78,958,065	209,733,976	52,860,727	165,966,994



# DEPARTMENT BUDGETS



# City Council

## Mission Statement

To protect and enhance Newport Beach's unique quality of life for the full enjoyment of its residents, visitors and business owners and to direct the efficient and effective delivery of municipal services.

## Overview

Newport Beach is a charter city with a Council-Manager form of government. Unlike a general law city that only has certain powers granted by the state, a city governed by a voter-approved charter establishes its own powers and authorities.



The seven members of the Newport Beach City Council each represent and reside in one of seven districts, but they are elected at-large by all of the city's registered voters and therefore serve a broader constituency.

While being a City Council member is considered a part-time job, the

actual time commitment can be significant. In addition to City Council meetings and study sessions, Council Members hold special committee assignments, meet frequently with city staff, local residents and business owners to discuss issues and projects, and regularly attend a variety of community events.

Per the City's charter, the City Council hires three people: the City Manager, the City Clerk and the City Attorney. The City Manager oversees the hiring and management of the rest of the staff. While it is the City Council's responsibility to enact policy, it is the City Manager's job to implement it.

## Goals

In Newport Beach, the City Council reviews and approves three tools that are critical to implementing policy – the City's yearly budget, the quarterly business report and the various goals and priorities that the Council sets.

In 2011, the Council focused its annual goals and priorities on "generational issues," items that are important to sustaining the quality of life in and economic viability of Newport Beach. The goals included:

- John Wayne Airport Settlement Extension
- Neighborhood Revitalization
- Tidelands Management
- Pension Reform
- Organizational Restructuring

Each goal had a number of associated tasks and many included projects. Due to the complexity of these issues, a number of those projects remain ongoing. When it met to discuss 2012 goals, the Council asked the City Manager to focus the organization's efforts on continuing to make progress or completing projects currently underway. These efforts include:

John Wayne Airport Settlement Agreement	Labor Agreements
Lower Newport Bay Dredging	Sunset Ridge Park
Marina Park	Jamboree Road Widening
The Civic Center and Park	Deciding what to place on the "old" City Hall site
Continuing our organizational Restructuring	Improving and Modernizing NBTv
Improving our information technology	Acting on the Banning Ranch project
Updating our Facilities Financing Plan and building a new Tidelands Capital program	Continuing with revitalization efforts

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Mayor	0.01	0.01	0.01
Councilmember	0.06	0.06	0.06
<b>Total Budgeted Staffing</b>	<b>0.07</b>	<b>0.07</b>	<b>0.07</b>

Total City Council Department Costs:

	2009-10 Actual*	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 206,763	\$ 219,101	\$ 217,753	\$ 243,710
Maintenance and Operations	\$ 956,723	\$ 919,653	\$ 907,624	\$ 724,991
Capital Equipment	\$ -	\$ -	\$ 12,000	\$ -
<b>Total</b>	<b>\$ 1,163,486</b>	<b>\$ 1,138,753</b>	<b>\$ 1,137,377</b>	<b>\$ 968,701</b>
*Includes Spheres Issues				

# City Clerk

## Mission Statement

To provide service to the Mayor and City Council, City Manager, City Departments and the public in a courteous, timely and efficient manner while remaining neutral and impartial. To improve the administration of the affairs of the City Clerk's Office consistent with applicable laws and through sound management practices to provide easier access to local government and fulfill our responsibility to the residents of Newport Beach.

## Department Overview

The City Clerk's Office provides service and support to the Mayor, City Council, City Manager and administrative departments, as well as the public. As the office of record, the City Clerk has responsibility for maintaining the official records of City Council actions in accordance with the legal requirements for public meetings and execution of all minutes



ordinances, resolutions and contracts. Services to the public include assistance with understanding and participating in the decision and policy making process, assistance with research and retrieval of information and public documents, notary services and day to day inquiries.

## Goals

- Increase ease of access to City records, enhance transparency and create a more paperless environment through the implementation of a new records management system (Laserfiche) and an agenda management workflow system.
- Prepare for and conduct the November 6, 2012, General Municipal Election in compliance with applicable laws.
- Provide continued support to staff and improve various City processes, e.g. Board, Commission and Committee training, the agenda packet process, and the records retention process.

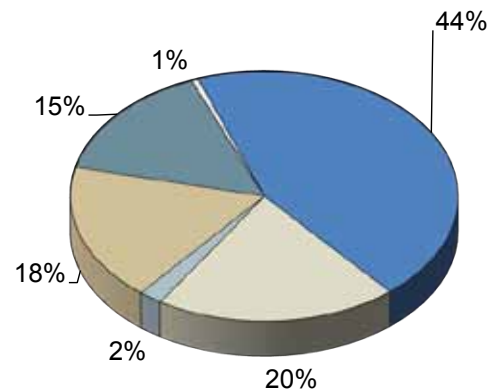


Workload Indicators	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
Council Meetings, Regular	22	23	20	24
Council Meetings, Special or Adjourned	26	24	20	29
Resolutions adopted	115	153	110	100
Ordinances adopted	29	32	35	30
Claims/Summons and Complaints processed	135	136	85	100
Contracts/Agreements processed	375	400	500	500
Notices of Completion/Release Bonds	32	24	22	25
Documents process to Orange County Recorder	34	38	25	25
Passports processed	362	425	345	100 *
Public Records Act requests processed	0	0	90 **	360
FPPC Form management	340	285	314	300
Notaries	50	127	165	250

\* Upon Department of State approval, Passport Services will transition from the City Clerk's Office to Library Services during FY 2012-13.  
\*\* Effective January 2012 (pursuant Council Policy E-1).

### Budget Overview 2012-13 (\$714,950)

- Salaries - \$317,082 (44%)
- Benefits - \$144,485 (20%)
- Advertising/Publications/General Liability - \$14,125 (2%)
- Supplies/Maintenance - \$126,758 (18%)
- Prof/Tech Services - \$108,400 (15%)
- Travel/Meetings - \$4,100 (1%)



### Total City Clerk Department Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 326,865	\$ 314,269	\$ 447,204	\$ 461,567
Maintenance and Operations	\$ 55,528	\$ 74,629	\$ 108,161	\$ 253,383
Capital Equipment	\$ -	\$ -	\$ -	\$ -
Total	\$ 382,393	\$ 388,898	\$ 555,365	\$ 714,950
Elections	\$ -	\$ 64,623	\$ -	\$ -
Total	\$ 382,393	\$ 453,521	\$ 555,365	\$ 714,950

<u>Core Functions:</u>	<u>Work Plan:</u>
<ul style="list-style-type: none"> <li>• Prepare, publish and notice agendas and documents for City Council meetings. Record and maintain the proceedings of the City Council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce hard-copy agenda packets, make available on the website and assist residents with the location of such documents.</li> <li>• Promote the use of electronics in lieu of paper.</li> <li>• Assist with the implementation of various software for the new Civic Center, including a Council Chambers voting system and agenda management system.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain the document imaging system in order to reduce staff time in searching, retrieving and copying records, as well as providing storage for permanent records.</li> </ul>	<ul style="list-style-type: none"> <li>• Through the use of new records management software, receive adequate training and provide necessary information to staff.</li> <li>• Preserve permanent records in a newly improved vault.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide staff and the residents with online access to the Newport Beach Municipal Code; Council Policy Manual; Boards, Commissions and Committees Manual; applications and vacancy notices for Boards and Commissions; Public Hearing Notices, and City Council agendas, minutes and staff reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to update and improve documentation provided on the City's website.</li> <li>• Make documents better attainable using the new records management software.</li> </ul>
<ul style="list-style-type: none"> <li>• Maintain the Appointive List for Boards and Commissions as required under the Maddy Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Revise pursuant to the Maddy Act and continue to issue updates as they occur.</li> </ul>
<ul style="list-style-type: none"> <li>• Process legal publications, postings and notices.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to follow publication and posting requirements in accordance with State mandates, and make this information available on the City's webpage.</li> <li>• Work with City staff in the preparation and timing of notices for publication.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure accurate codification of City-adopted ordinances.</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with the City's codifier to ensure an accurate Newport Beach Municipal Code.</li> </ul>
<ul style="list-style-type: none"> <li>• Act as Filing Officer for the Political Reform Act of 1974 regulations (Campaign Disclosure Forms and Statements of Economic Interest.)</li> </ul>	<ul style="list-style-type: none"> <li>• Notify and follow up with all Form 400 and Form 700 filers of their filing obligations pursuant to FPPC regulations.</li> </ul>

<ul style="list-style-type: none"> <li>• Receive and open bids for City projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Work with City departments to schedule bid openings and have appropriate staff in attendance during the openings to answer any questions.</li> </ul>
<ul style="list-style-type: none"> <li>• Accept and transmit Claims for damages, and Summons and Complaints against the City.</li> </ul>	<ul style="list-style-type: none"> <li>• Process in a timely manner and maintain the official Claims log for the City.</li> </ul>
<ul style="list-style-type: none"> <li>• Serve as the City's Election Official and receive petitions relating to initiatives, referendums or recalls.</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with all laws and regulations related to the conduct of elections.</li> </ul>
<ul style="list-style-type: none"> <li>• Administer oaths, affirmations and acknowledgements.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to administer the Oath or Affirmation to new officials.</li> </ul>
<ul style="list-style-type: none"> <li>• Receive and transmit Public Records Act requests.</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent with the newly revised City Council Policy E-1, assist the public and staff on all requests.</li> </ul>

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Assistant	-	1.0	1.0
City Clerk	1.0	1.0	1.0
Department Assistant + 7.5%	-	1.0	1.0
Deputy City Clerk	2.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>3.0</b>	<b>4.0</b>	<b>4.0</b>



# City Manager

## Mission Statement

Be one of the best-managed cities in the nation, with great amenities, strong services, a high-level community involvement and transparent government.

## Department Overview

The City of Newport Beach operates under a Council-Manager form of government. The elected seven-member City Council appoints the city manager to provide executive leadership and oversee the day-to-day business of the City government. The



city manager is responsible for implementing City Council policies, directing City departments and operations, and developing and managing the City's capital and operating budgets.

The City Manager's Office includes the public information office, economic development and information technology divisions.

## Key Department Programs

- City Management
- Economic Development
- Public Information
- Information Technology

## Goals

- Provide leadership and strategic direction to the City's nine operating departments;
- Maintain strong fiscal accountability and transparency of public funds and resources;
- Provide direction and oversight to the development and execution of the City's annual budget and Capital Improvement Program;
- Effectively communicate with the public.
- Develop an information technology infrastructure to help the City become a streamlined and efficient organization.

Total City Manager Office Costs:

	2009-10 Actual	2010-11* Actual	2011-12^ Estimated	2012-13 Proposed
Salaries and Benefits	\$ 2,785,550	\$ 2,265,711	\$ 1,220,846	\$ 1,378,131
Maintenance and Operations	\$ 745,694	\$ 901,498	\$ 718,133	\$ 1,032,724
Capital Equipment	\$ 2,970	\$ 23,056	\$ 5,745	\$ 2,000
IT Internal Service Fund	\$ -	\$ -	\$ 4,175,713	\$ 5,204,242
<b>Total</b>	<b>\$ 3,534,214</b>	<b>\$ 3,190,265</b>	<b>\$ 6,120,437</b>	<b>\$ 7,617,097</b>

\*Parking Lots Division was transferred to the Revenue Division in FY 2010-11.

^Code & Water Quality Enforcement and Harbor Resources Divisions were transferred to the Community Development and Public Works Departments in FY 2011-12.

## Programs

### City Management

The executive staff, led by the City Manager, is responsible for the implementation of Council goals, oversight of day-to-day operations and delivering a balanced budget. The City Manager continues to work on modernizing the structure of City departments to be more efficient and to reduce on-going operational costs and long-term financial obligations through selective program reductions, pension adjustments and selective contracting out. Other key objectives this year include changes to the City's classification system, implementation of a new performance management system, and examination of opportunities for shared services with neighboring cities.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Assistant	1.0	1.0	1.0
Assistant City Manager	2.0	1.0	1.0
Assistant to the City Manager	-	1.0	1.0
City Manager	1.0	1.0	1.0
Department Assistant + 7.5%	1.0	-	-
Executive Assistant to the City Manager	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>6.0</b>	<b>5.0</b>	<b>5.0</b>

Total City Manager Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 849,150	\$ 976,958	\$ 947,481	\$ 969,529
Maintenance and Operations	\$ 246,596	\$ 220,803	\$ 597,800	\$ 567,272
Capital Equipment	\$ 1,881	\$ 7,030	\$ 2,000	\$ 2,000
<b>Total</b>	<b>\$ 1,097,628</b>	<b>\$ 1,204,791</b>	<b>\$ 1,547,280</b>	<b>\$ 1,538,801</b>

## Public Information Office

**Intended Outcome:** To effectively share information about City policies and programs and facilitate communication between the City of Newport Beach and its residents, businesses and visitors.

### Core Functions:

- Provide community outreach, media relations and public relations assistance to City departments to facilitate communication with the community and identify potential issues.
- Provide information, both proactively and in response to inquiries, to members of the news media.
- Encourage citizen engagement by using interactive communication tools and techniques to share information and gather feedback.



Facebook - cityofnewportbeach



Twitter - @newportbeachgov



YouTube - newportbeachgov

### Work Plan:

- Periodically update the division's strategic communication plan to maximize existing resources and develop new tools and methods to continuously improve the city's communication with residents, businesses and visitors.
- Produce key messages to effectively communicate information related to the Council's goals and associated City programs or projects.
- Create and implement a community outreach program to provide timely information about significant projects to residents and businesses.
- Develop web content, print materials, social media messages and video programming focused on City projects, programs and local events and activities of interest to the Newport Beach community.



### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Production Assistant	2.31	-	2.45
Public Information Specialist	1.0	1.0	1.0
Public Information Manager	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>4.31</b>	<b>2.0</b>	<b>4.5</b>

### Total Public Information Office Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 346,533	\$ 298,112	\$ 273,366	\$ 408,602
Maintenance and Operations	\$ 57,921	\$ 34,601	\$ 120,093	\$ 84,452
Capital Equipment	\$ -	\$ 4,137	\$ 3,745	\$ -
<b>Total</b>	<b>\$ 404,453</b>	<b>\$ 336,850</b>	<b>\$ 397,203</b>	<b>\$ 493,054</b>



## Economic Development

Intended Outcome: To create quality infrastructure and safety services, to make it easy and simple for businesses to secure permits and plan check, and to further strengthen city/business relationships.

Work Plan:

- Continue to support efforts and identify projects and funding sources to revitalize the physical environment and public infrastructure in the City's commercial districts.
- Further develop relationships with business owners and representatives in each of the City's core business sectors.
- To simplify procedures and improve clarity and ease of access for businesses.



Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Economic Development Coordinator	1.0	-	-
Economic Development Administrator	1.0	-	-
Department Assistant + 7.5%	0.3	-	-
<b>Total Budgeted Staffing</b>	<b>2.3</b>	<b>0.0</b>	<b>0.0</b>

Total Economic Development Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed*
Salaries and Benefits	\$ 319,353	\$ 265,449	\$ -	\$ -
Maintenance and Operations	\$ 375,585	\$ 266,005	\$ 308,396	\$ 381,000
Capital Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 694,938</b>	<b>\$ 531,454</b>	<b>\$ 308,396</b>	<b>\$ 381,000</b>

\*This new division was created in FY 2012-13. Formerly CDD - Econ Devt division 2720.

**Information Technology**

Intended Outcome: To provide top quality hardware and software support to provide smarter, faster and easier IT systems for residents, business customers and staff.

Core Functions:

- Computer systems and network administration
- Email, phone and voicemail support
- System security
- Centralized database application development and support
- Development and administration of the City's Internet and Intranet sites
- GIS data analysis and mapping

Work Plan:

- Consolidate all IT personnel and budgets into a single department reporting to the Assistant City Manager.
- Hire a Chief Information Officer to oversee and direct consolidated department.
- Implement the first phases of the IT Strategic Plan including implementation of a Computer Aided Dispatch and Records Management System for the Police Department, procure and deploy a hardware refresh of the City's two Data Centers, and begin the selection of a new Enterprise Resource Planning financial system.
- Work to help the City move toward a streamlined organization that uses cutting-edge technology off-the-shelf, has greater flexibility and skill, and utilizes private resources where appropriate.



Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Applications Coordinator P.D.	-	2.0	2.0
Chief Information Officer	-	1.0	1.0
Electronics Specialist	-	1.0	-
Engineering Technician	-	-	0.5
GIS Analyst	-	2.0	2.0
GIS Technical Aide	-	0.5	0.5
GIS Technician	-	1.0	1.0
Information Systems Coordinator	-	1.0	1.0
IT Applications Analyst	-	3.0	3.0
IT Applications Supervisor	-	1.0	1.0
IT Operations Supervisor	-	1.0	1.0
IT Specialist III	-	2.0	2.0
Library Information Systems Administrator	-	1.0	1.0
Personal Computer/Network Coordinator	-	1.0	1.0
Police Computer Systems Manager	-	1.0	1.0
Police MIS Specialist	-	1.0	1.0
Senior IT Applications Analyst	-	1.0	1.0
Senior IT Specialist	-	1.0	1.0
Telecommunications Specialist	-	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>-</b>	<b>22.5</b>	<b>22.0</b>

Total Information Technology Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12* Estimated	2012-13 Proposed
Salaries and Benefits	\$ -	\$ -	\$ 2,899,188	\$ 3,064,385
Maintenance and Operations	\$ -	\$ -	\$ 1,227,357	\$ 1,945,257
Capital Equipment	\$ -	\$ -	\$ 49,168	\$ 194,600
Total	\$ -	\$ -	\$ 4,175,713	\$ 5,204,242

\* Consolidated into one division reporting to the City Manager's Office in FY 2011-12.

# Human Resources/Risk Management

## Mission Statement

The Human Resources/Risk Management Department delivers professional customer service and support to City departments, employees, City Council, Civil Service Board and the public. Our mission is to assist and guide customers through administrative processes, reduce City's liability costs, and hire and retain quality employees to fulfill the City's organizational goals.

## Department Overview

The Human Resources Department (HR) continues to work closely with the City Manager's Office to streamline the organization. Succession planning, restructuring, strategic thinking and reorganizing are a main focus in helping the City Manager's Office and all City departments. HR also plays a key, supportive role by providing analytical and strategic information helping the City Manager in reaching key goals set by City Council for negotiations with all of its recognized bargaining units.

In working with City departments, HR is committed to hire the most capable, versatile and qualified employees, while adhering to budgetary parameters. To remain an exceptional place to work, Human Resources must help shape and motivate the workforce to meet and anticipate the needs of the community.

We continue to offer and seek sound training to provide expertise in employment-related laws and best practices in order to minimize the City's liability. This includes being informed in such areas as workers' compensation, liability prevention, risk management topics and assessing our benefit program for viability and cost effectiveness.

Human Resources Director Terri Cassidy is the Secretary to the Civil Service Board, and HR staff members work collaboratively with the City Attorney's Office to help the Board comply with the City Charter, Civil Service Board rules, procedural hearing rules, City policy, Memoranda of Understanding (labor contracts), employee/employer relations and current best practices in government and industry.

## Key Department Programs

- Administration
- Benefits
- Civil Service Board Support
- Recruitment & Selection
- Risk Management



## Goals

- Offer viable and cost effective resources and benefits to City employees.
- Continue to improve and enhance administrative management to all departments through the use of online services, in-house training and other cost saving measures.



Workload Indicators	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
<i>Recruiting &amp; Administration Division</i>				
Full-time Recruitments	78	50	40	40
Part-time Recruitments	108	33	33	35
Tuition Reimbursements	192	168	100	100
Unemployment Claims	45	53	55	60
Classification & Compensation Studies	33	27	22	15
<i>Benefits &amp; Risk Management Division</i>				
Benefit Transactions	2,115	2,341	2,699	2,785
Retirements	55	24	23	35
General Liability Claims	145	129	135	130
Industrial Disability Retirements	3	4	4	5
Workers' Comp & Disability Claims	162	150	114	140

### Total Human Resources Department Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,423,142	\$ 1,405,653	\$ 1,456,569	\$ 1,557,444
Maintenance and Operations	\$ 902,839	\$ 755,816	\$ 935,097	\$ 951,729
Capital Equipment	\$ 5,860	\$ 3,636	\$ 6,000	\$ 6,000
<b>Total</b>	<b>\$ 2,331,841</b>	<b>\$ 2,165,106</b>	<b>\$ 2,397,666</b>	<b>\$ 2,515,173</b>

# Programs

## Risk Management/Benefits

### Core Functions:

- Administer and train employees on the City's benefit programs.
  - Health/Dental/Vision Benefits
  - Deferred Compensation Program
  - Disability Benefits
  - Employee Assistance Program
  - Retirement Benefits
  - Workers' Compensation Claims
- Assure compliance with local, state and federal rules & regulations.
  - DMV Employer Pull Program
  - Personnel Policies and Procedures
  - Consolidated Omnibus Budget Reconciliation Act (COBRA)
  - Family Medical Leave Act (FMLA) Compliance
  - Health Insurance Portability and Accountability Act (HIPAA) Compliance
  - DOT Drug Program
  - Safety Program (OSHA)
- Provide resources for City departments and staff.
  - Employee Health Fair
  - New Hire Orientation
  - Public Agency Retirement Services (PARS) Coordination
  - Retirement Procedures
- Oversee and maintain administrative procedures.
  - General Liability Claims Regarding Personal and Property Damage
  - Update and Maintain Employee Records in Database
  - Records Management
  - Special Events Review
  - Verifications of Employment

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Department Assistant	1.0	1.0	1.0
HR/RM Department Administrator	0.75	0.75	0.50
Human Resources Director	0.5	0.5	0.5
Human Resources Specialist I	1.0	1.0	1.0
Human Resources Specialist II	1.0	1.0	1.0
Human Resources Supervisor	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>5.25</b>	<b>5.25</b>	<b>5.00</b>

### Total Risk Management/Benefits Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 598,785	\$ 638,233	\$ 680,774	\$ 703,554
Maintenance and Operations	\$ 337,646	\$ 329,728	\$ 311,541	\$ 379,085
Capital Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 936,431</b>	<b>\$ 967,961</b>	<b>\$ 992,315</b>	<b>\$ 1,082,639</b>

<b>Recruitment / Administration</b>
-------------------------------------

**Core Functions:**

- Coordinate, organize and provide City-wide training to facilitate employees' knowledge of current practices.
- Support and maintain the City's Civil Service Board and System.
- Research and analyze classification and compensation studies.
- Facilitate collective bargaining for all 10 of the City's units.
- Provide counseling to City departments and staff members
 

Discipline Administration	Grievances
Employee Job Counseling	Pensions
Employee Relations	
- Organize and administer City-wide events and programs.
 

Employee Recognition	Restructuring Assistance
Scholarship Program	Tuition Reimbursement
MOU Contracts	Unemployment
- Initiate, coordinate, facilitate and process recruitments and selection of City employees
 

Knowledge and Assistance with NeoGov Recruiting System
Background and Screening
Pre-employment Physical Exams
Job Offers

**Budgeted Staffing:**

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Assistant to the HR Director	1.0	1.0	1.0
Department Assistant	-	-	1.0
HR/RM Department Administrator	0.25	0.25	0.50
Human Resources Analyst	1.0	1.0	1.0
Human Resources Analyst Part-time	1.5	0.75	-
Human Resources Analyst Senior	-	-	1.0
Human Resources Director	0.5	0.5	0.5
Human Resources Specialist II	-	1.0	1.0
Human Resources Supervisor	1.0	1.0	1.0
Office Assistant	1.0	1.0	-
<b>Total Budgeted Staffing</b>	<b>6.25</b>	<b>6.5</b>	<b>7.00</b>

**Total Administration/Recruitment Program Costs:**

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 824,357	\$ 767,420	\$ 775,795	\$ 853,889
Maintenance and Operations	\$ 565,193	\$ 426,088	\$ 623,556	\$ 572,644
Capital Equipment	\$ 5,860	\$ 3,636	\$ 4,000	\$ 6,000
<b>Total</b>	<b>\$ 1,395,410</b>	<b>\$ 1,197,145</b>	<b>\$ 1,403,351</b>	<b>\$ 1,432,533</b>

# Office of the City Attorney

## Mission Statement

The City Attorney's Office provides timely, cost-effective, quality legal advice and services to support the City Council, the City Manager and all City departments, boards, commissions and committees to achieve the City Council's goals, while limiting risk and costs to the taxpayers.

## Department Overview

The City Attorney's Office provides legal advice and services to the City Council, City staff, boards, commissions and committees through the preparation of ordinances, resolutions, contracts and legal opinions relating to land use, public safety and other municipal law matters. As the prosecutor for the City, the City Attorney's Office protects the health, safety and welfare of the public through the effective prosecution of violations of the Charter and Municipal Code. The City Attorney's Office also represents the City, its officers and staff in civil litigation matters and manages the legal services provided to the City by outside legal counsel.



## Key Department Programs

- Advisory
- Representation

## Goals

- Continue to provide the highest quality legal services in an efficient and cost effective manner to the City Council, City officials, City staff, boards, commissions and committees.
- Assist in developing legal strategies for implementing City Council goals, identifying legal issues related to community development proposals, and responding to community concerns. When the City encounters legal obstacles, propose alternative and legally acceptable ways to accomplish the City Council's objectives.
- Maintain an accessible attorney staff, provide timely responses to formal and informal requests for legal advice and enhance support to City departments.

- Represent the City in legal proceedings and effectively manage legal services provided by outside counsel.
- Support City staff's efforts to resolve violations of the Charter and Municipal Code in a fair and timely manner.
- Pursue cost controls and expenditure restrictions to decrease costs and promote efficiencies in the legal services provided to the City.
- Attract, develop, and retain qualified and experienced legal staff.



## City Attorney's Office Programs

The City Attorney's Office, led by the City Attorney, is responsible for advising the City Council, the City Manager and all City departments, boards, commissions and committees regarding applicable legal requirements as well as representing the City in administrative proceedings and litigation.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Assistant to the City Attorney	1.0	1.0	1.0
Assistant City Attorney	2.0	2.0	2.0
Budget Analyst	-	-	0.1
Budget Intern	-	0.1	-
City Attorney	1.0	1.0	1.0
Department Assistant	1.0	2.0	-
Deputy City Attorney	2.0	2.0	2.0
Deputy City Attorney Part-time	0.7	0.7	-
Legal Assistant	-	-	1.0
Office Assistant	1.0	-	-
Paralegal	2.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>8.7</b>	<b>9.8</b>	<b>8.1</b>

### Total City Attorney Department Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,400,520	\$ 1,523,408	\$ 1,372,053	\$ 1,409,153
Maintenance and Operations	\$ 1,281,610	\$ 1,195,604	\$ 288,953	\$ 291,100
Capital Equipment	\$ 6,087	\$ 5,193	\$ 5,600	\$ 6,600
Outside Counsel	\$ -	\$ -	\$ 636,221	\$ 595,000
<b>Total</b>	<b>\$ 2,688,217</b>	<b>\$ 2,724,204</b>	<b>\$ 2,302,827</b>	<b>\$ 2,301,853</b>

\* Maintenance & Operations for FY 10 and FY 11 included outside counsel expenditures.



## Programs

### Advisory



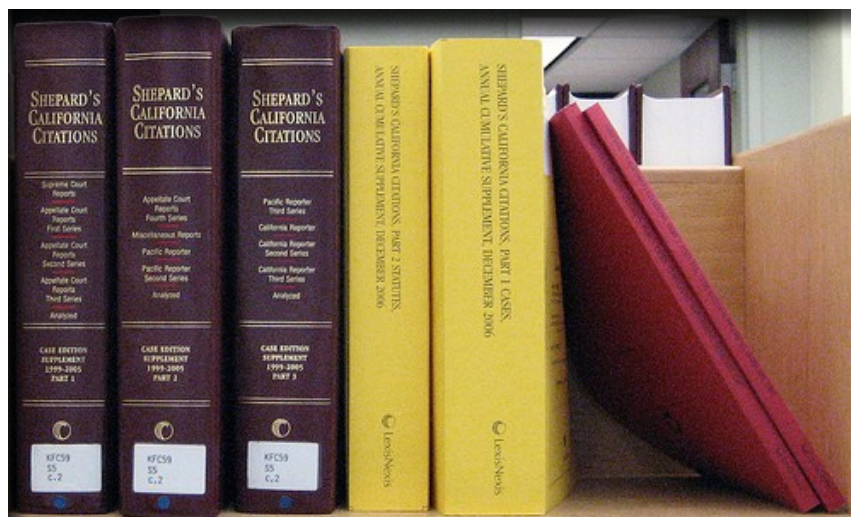
Intended Outcome: To provide the highest quality legal advice and services to the City Council, City officers, City staff, boards, commissions and committees.

#### Core Functions:

- Provide support at meetings of the City Council, boards, commissions and committees.
- Develop systems to provide legal services in a more timely, accurate and efficient manner.
- Provide timely and accurate legal advice to all departments including preparing all contracts, ordinances, resolutions and other legal documents.
- Provide support to City staff in regards to requests filed pursuant to the Public Records Act.
- Continue to assist City staff manage risk in an appropriate manner.

#### Work Plan:

- Coordinate with City departments to ensure that attorneys are properly assigned to cover meetings and participate in training staff, commissioners, board members and committee members regarding applicable legal requirements.
- Utilize technology to allow for the timely, accurate and efficient provision of contracts, ordinances and resolutions.
- Assign work to attorneys with requisite experience to handle matters in a timely/accurate manner and ensure that all attorneys continue to participate in continuing education courses.
- Assist in training City staff regarding the requirements of the Public Records Act and assist the City Clerk interpret legal requirements.
- Continue to work with the City's Risk Manager to standardize indemnity and insurance requirements to appropriately limit risk.





## Representation

**Intended Outcome:** To represent the City of Newport Beach in litigation and administrative matters in a cost effective manner.

### Core Functions:

- Represent the City of Newport Beach in litigation related to violations of the City's Charter and Municipal Code.
- Provide representation to the City in administrative matters and litigation.
- Effectively monitor outside counsel's representation of the City in litigation matters.

### Work Plan:

- Coordinate with the City's Code Enforcement and Planning Divisions to ensure that City staff is appropriately trained regarding legal requirements.
- Work with City staff to ensure that code enforcement matters are resolved in a timely, fair and consistent manner.
- Continue to represent the City at administrative hearings and in litigation matters.
- Continue to ensure that outside counsel comply with billing guidelines and that outside counsel are providing quality legal services in a timely and cost effective manner.

### Performance Measures:

The following indicators are provided as a means to quantify some of the general work performed by the City Attorney's Office throughout the year.

Workload Indicators	2010-11 Actual	2011-12 Estimated	2012-13 Projected
City Council, Board, Commission and Committee Meetings	100	120	120
City Council, Board, Commission, Committee and Staff Training	8	15	17
Preparation/review of Contracts, Agreements, MOUs	580	600	600
Preparation/review Ordinances	31	25	30
Preparation/review Resolutions	153	120	120
Respond to Records Requests	282	206	40
Subpoenas	89	115	115
Pitchess Motions	7	10	10
Criminal/Civil Litigation Caseload	65	104	75

## Mission Statement

The Finance Department will provide prudent financial management of publicly entrusted resources and will provide the organization with the highest quality financial, administrative, investment and analytical reports and services. We will establish and maintain a level of trust with our community, our City Council and our customer departments and will always be sensitive to our customers' needs.

## Department Overview

The Department's primary purpose is to act as the chief financial steward over all public resources and to provide a wide variety of financial, technical and support functions generally encompassed by treasury, accounting, budget, long-term financial planning, auditing and revenue administration. The City places a high value on transparency and full disclosure in all matters concerning the City's financial position and results of operations. To this end, Finance strives to provide superior disclosure in all documents including but not limited to the City's Budget, Quarterly Financial Reports, Comprehensive Financial Report and compliance filings. We will go beyond the minimum reporting requirements established by the professional standards organizations, including applying to professional certificate achievement programs and completing voluntary event disclosure filings. We provide accurate, reliable and timely financial information to the entire organization and members of the public. These financial reports and services are critical to the City's financial stability, and the City's ability to consistently deliver the highest quality of municipal services our residents have grown to expect and deserve. We are committed to supporting the Council's Fiscal Sustainability Plan by maintaining appropriate cash reserves, maintaining the highest possible credit rating for Newport Beach, accurately reporting and forecasting revenue and expenditure performance on a quarterly basis and appropriately calculating fair and defensible cost recovery targets.

## Key Department Programs

- Finance and Treasury
- Office of Management and Budget
- Revenue
- Accounting

## Goals

- Manage public resources by providing prudent financial planning, reporting and control to manage and protect City assets, with the intended outcome of long term fiscal sustainability.
- Provide accurate, relevant and reliable information about the City's financial condition to City Council, departments and the public to improve accountability, maintain the public's trust and assist City Council and the City Manager in making well-informed financial decisions.
- Actively serve on the implementation team for an Enterprise Resource Planning (ERP) system to update our financial systems, improve business processes and develop an improved performance-based budget document.



### Total Finance Department Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 6,178,912	\$ 6,206,236	\$ 4,515,337	\$ 4,717,750
Maintenance and Operations	\$ 913,694	\$ 1,191,078	\$ 2,357,710	\$ 2,064,942
Capital Equipment	\$ 263,626	\$ 240,027	\$ 18,000	\$ 5,000
Total	\$ 7,356,232	\$ 7,637,341	\$ 6,891,046	\$ 6,787,692

# Programs

## Finance and Treasury

Intended Outcome: Provide prudent financial planning and management of public resources, to ensure fiscal sustainability, and high quality, accurate and timely financial reporting and services that our community, departments and City Council can rely upon and utilize to make well-informed decisions.

### Core Functions:

- Provide effective leadership to the Finance Department by providing clear, well-defined goals and expectations which encourage employees to perform their duties with high standards and ethics, always keeping in mind the customer's and the City Council priorities.
- Ensure staff has the resources and professional training necessary to achieve success in the performance of all duties.
- Recommend and maintain prudent fiscal policies to ensure financial stability and the protection of City assets.
- Provide long-term financial planning and recommend financial strategies for liquidity management, capital planning, public financing and debt management.
- Provide economic analysis to support revenue and expenditure assumptions and forecasting.
- Actively serve on the ERP implementation team and provide technical staff to assist in the implementation to ensure a high quality system which focuses on business process improvements, accurate and timely reporting and overall the protection of all City resources.

### Work Plan:

- Review, monitor and update the City's Fiscal Policies in line with best practices and economic conditions including but not limited to investments, capital planning, debt management, reserves and fiscal sustainability.
- Take a leadership role in the implementation of a new financial system / Enterprise Resource Planning (ERP) system.
- Be a change champion for the City's business process re-engineering project, leading City teams to complete and update process improvements throughout the City.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Support Services Coordinator	1.0	1.0	1.0
Deputy Finance Director	1.0	1.0	1.0
Finance Director/Treasurer	1.0	1.0	1.0
Graphics & Printing Specialist	1.0	1.0	1.0
Mail Processing Clerk	1.0	-	-
Printing Services Supervisor	1.0	1.0	1.0
Senior Mail Processing Clerk	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>7.0</b>	<b>6.0</b>	<b>6.0</b>

## Performance Measures

Performance measures focus our attention on priorities and results and also enhance our accountability for these results to the community we serve.

Performance Measures	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
<u>Outcome: Finance is prudent in planning, managing and protecting public resources with the long-term goal of fiscal sustainability.</u>				
<u>Finance always provides high quality, accurate and timely reports and analysis.</u>				
Maintain Underlying Credit Rating of AAA	N/A	AAA <sup>1</sup>	AAA	AAA
Qtrly Financial Reports Submitted within 45 days	N/A	3	4	4
Actual Revenues not less than 1% of mid year forecast	No	Yes	Yes	Yes
Investment Portfolio Benchmark Comparison <sup>2</sup>				
Avg Credit Quality (Benchmark/Portfolio)	AAA/AAA	AAA/AA+	AAA/AA <sup>3</sup>	AAA/AA
Duration (Benchmark/Portfolio)	1.88/1.40 Yrs	1.88/1.74 Yrs	1.88 /1.70 Yrs	1.88/1.60 Yrs
Total Return (Benchmark/Portfolio)	1.87%/2.52%	1.35/1.60%	1.71/1.75%	.5%/1.5%
Investment Portfolio Yield to Maturity at Cost	1.98%	1.60%	1.00%	1.25%
Contingency Reserve >15% of Operating Budget	12.00% <sup>4</sup>	15.00%	15.00%	15.00%
Unrestricted GF Balance >30% Operating Budget <sup>5</sup>	48.00%	41.24%	42.00%	42.00%
General Fund & FFP Balance @ Fiscal Year end <sup>6</sup>	\$82,157,866	\$88,394,489	\$99,000,000	\$99,000,000 <sup>7</sup>
Facilities Financing Plan Reviewed Annually	Yes	Yes	Yes	Yes
Bonded Debt Service <8% of General Fund Revenues	0.00%	0.45%	5.35%	5.18%
Financial Health Benchmarked Annually	No	No	No	Yes
40 Hours of Continuing Education met Annually	Yes	Yes	Yes	Yes
Finance expenditures maintained under budget	Yes	Yes	Yes	Yes
<sup>1</sup> Moody's Investor Service, Standard & Poor's and Fitch Ratings have all assigned the City of Newport Beach an AAA credit rating, the highest possible underlying rating, one of only five agencies in California to receive an AAA rating from all three rating agencies.				
<sup>2</sup> Core Investment Portfolio is currently benchmarked against the BofA ML 1-3 yr government securities benchmark.				
<sup>3</sup> Standard and Poors downgraded U.S. Sovereign Debt and related institutions in August 2010.				
<sup>4</sup> The Council Policy concerning contingency reserve levels were increased from 12% to 15% effective Fiscal Year 2010-2011.				
<sup>5</sup> Unrestricted fund balance does not include non-spendable or externally restricted fund balance.				
<sup>6</sup> Reserve includes General Fund & Facilities Financing Plan (FFP) Balance.				
<sup>7</sup> Cash funding for major projects such as the Civic Center, Sunset Ridge and Marina Park may significantly impact this balance in FY 2012-13.				

### Total Finance & Treasury Program Costs:

	2009-10 Actual	2010-11* Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 419,634	\$ 797,927	\$ 808,639	\$ 840,899
Maintenance and Operations	\$ 41,358	\$ 9,413	\$ 100,843	\$ 184,875
Capital Equipment	\$ 161	\$ 161	\$ 3,500	\$ -
Total	\$ 461,153	\$ 807,501	\$ 912,982	\$ 1,025,773

\*The Print Shop and Mail Room functions were transferred into the Finance & Treasury Division in FY 2010-11.

## Office of Management and Budget

Intended Outcome: Develop and manage cost effective processes over budget, payroll, accounts payable and purchasing for the protection and allocation of City resources. Provide accurate and reliable financial reports to City Council, the City Manager and departments so they can make informed decisions.

### Core Functions:

- Development and administration of the City's operating budget including monthly monitoring to ensure budgetary control accuracy of revenues and expenditure compliance.
- Coordinate and process the City's biweekly payroll function.
- Provide accounts payable and purchasing services to all departments and administer the Citywide purchasing card program.
- Manage the City's warehouse including inventory control measures and disposal of surplus property.
- Prepare financial analysis as directed by management timely and accurately.

### Work Plan:

- Enhance our budget document to report and monitor more detailed performance budget measures.
- Be actively involved in the implementation of an ERP system for a smooth transition of our financial systems.
- Train departments in preparing and using performance budgets and assist in measuring identified performance areas.
- Provide analytical reports and analysis to management for use in employee contract negotiations.
- Report back to Council mid-year to provide a financial update to the budget as compared to actuals and to report on performance measures.
- Update, analyze and report upon the five-year budget forecast to remain aware of economic conditions which impact our community and provide continuous updates on our long-term fiscal sustainability.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Budget Analyst	1.0	1.0	1.4
Budget Intern	-	0.4	-
Budget Manager	1.0	1.0	1.0
Buyer	1.0	1.0	1.0
Fiscal Clerk Part-time	0.7	0.5	0.5
Fiscal Specialist	2.0	2.0	2.0
Inventory Analyst	1.0	1.0	1.0
Purchasing Agent	-	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0
Senior Buyer	1.0	-	-
Senior Fiscal Clerk	1.0	1.0	1.0
Student Aide	0.5	0.5	0.5
<b>Total Budgeted Staffing</b>	<b>9.7</b>	<b>10.4</b>	<b>10.4</b>

Performance Measures	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
<u>Outcome: Develop and manage cost effective processes over Budget, Payroll, A/P and Purchasing and provide accurate and timely financial reports to the City Manager, City Council and departments so they can make informed decisions.</u>				
Total Budget Administered <sup>1</sup>	\$238,193,312	\$214,853,870	\$346,499,550	\$260,101,779
General Fund Budget	\$149,559,255	\$137,088,761	\$149,251,204	\$152,322,683
Total Value of Payables Processed	\$132,000,000	\$127,500,000	\$230,000,000	\$145,000,000
Days to issue vendor payments-target < 7 days	n/a	n/a	100% <sup>2</sup>	100%
Purchase Orders Issued	1,262 <sup>3</sup>	1,295	600	650
Days to issue purchase order-target 5 days	8	9	4 <sup>4</sup>	3
# of Request for Proposals processed	65	82	100	120
Administrative Policies established or revised-target 4	n/a	2	4	4
Training seminars given to City employees-target 8	3	3	12	8
# of budget adjustments	136	131	140	125
Single audit finding-target none <sup>5</sup>	0	0	0	0
# of paychecks processed	27,420	25,999	25,000	25,000
1 Budget Administered represents the gross budget administered (including internal service charges).				
2 Target established in FY 11 when we transitioned to weekly vendor payments.				
3 Began including Blanket Agreement and Maintenance Agreements in the total Purchase Orders Issued in FY 2009-10.				
4 Starting this FY, Blanket Agreements and Maintenance Agreements were phased out; these transactions would be replaced with formal RFPs and Contracts. This will lower the number of PO's issued but raise the number of RFPs and Contracts.				
5 No potential loss of grant funding.				

#### Total Office of Management and Budget Program Costs:

	2009-10 Actual	2010-11 <sup>^</sup> Actual	2011-12~ Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,597,903	\$ 1,065,771	\$ 1,034,799	\$ 1,105,958
Maintenance and Operations	\$ 146,782	\$ 107,017	\$ 165,686	\$ 245,480
Capital Equipment	\$ 20,203	\$ 2,275	\$ 4,000	\$ 4,000
Total	\$ 1,764,888	\$ 1,175,063	\$ 1,204,485	\$ 1,355,438

\*The Print Shop and Mail Room functions were transferred to the Finance and Treasury Division in FY 2010-11.

<sup>^</sup>The Budget and Payroll functions were transferred into OMB in FY 2010-11.

~The Parking Meter function was eliminated in FY 2011-12.



<b>Revenue</b>
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Intended Outcome: Safeguard and maximize City revenues; manage collections timely and equitably; provide excellent customer service.

Core Functions:

- Implement and enforce Municipal Code revenue programs.
- Work with City Council to develop new revenue programs and streamline current programs for the benefit of the Newport Beach business community and the general public.
- Monitor legislative changes impacting revenue services, with a particular focus on revenue enhancements, parking revenues, tax collection, tax programs, municipal billing, user fees, business license tax, payment transactions and revenue controls.
- Review the accuracy of subventions collected from state and local government agencies.
- Review compliance of City's revenue programs, including, but not limited to, the Transient Occupancy Tax, Sales and Use Tax ordinances and lease agreements.
- Automate services to the public, improve online bill payment functions and maintain high-quality customer service.
- Administer City's business tax program pursuant to the Municipal Code.
- Collect revenues through online services (credit card), cashiering (cash), other departments (checks and credit cards) and perform reconciliations.
- Maintain accurate records and book keeping for all payments received, ensuring security controls to prevent theft, fraud or mishandling of public funds.
- Monitor external contracts for parking meter services, sales tax reviews and other to ensure City revenues are maximized and consultants are adhering to contract terms.
- Be actively involved in the implementation of an ERP system for a smooth transition of our financial systems.

Work Plan:

- Update fee schedule pursuant to the third and fourth phases of the cost-of-services study.
- Assist Harbor Resources and City Attorney's Office on the conversion from commercial pier permits to agreements.
- Assist the City's ERP implementation team to identify business process improvements and automation of services to benefit our customers.
- Make relevant training available to ensure the skills, abilities and knowledge gained in the course will be helpful in performing job responsibilities in an accurate and efficient manner.
- Modernize the filing system of hard copy documents and set procedures to have documents readily available through computer access.
- Improve online bill pay, billing, business license, general customer service functionality and ensure a more user-friendly system.
- Provide timely and just adjudication decisions.
- Provide regular and timely performance, agreement, tax and franchise audits.



Performance Measures	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
<u>Outcome: Protect and maximize City revenue sources in a timely and conscientious manner; provide superior customer service.</u>				
Customer issues resolved w/in 24 hours-target 100%	99%	97%	98%	99%
Municipal billings generated (includes paperless)	278,039	278,039	278,039	278,039
Paperless billings	3,535	5,242	6,112	7,072
New business licenses (paper)-target 0%	22%	19%	16%	15%
New business licenses (online)-target 100%	78%	81%	84%	85%
Business license renewals (paper)-target 0% <sup>3</sup>	85%	84%	83%	82%
Business license renewals (online)-target 100% <sup>3</sup>	15%	16%	17%	18%
Parking citations processed	62,775	62,000	60,000	62,000
# completely automated customer service transactions <sup>1</sup>	75,845	68,989	73,798	80,665
# of electronic customer service transactions <sup>2</sup>	95,370	87,349	94,198	103,015
Administrative citations processed	2,600	2,500	3,000	3,000
Adjudications	5,208	5,000	5,700	5,800
# of payments processed w/remittance processor-target 77,000	86,383	83,292	80,494	78,100
Income contracts administered	65	65	55	55
Compliance reviews	58	66	66	66
Transient Occupancy Tax (TOT) audit recovery-Target \$0	175,042	4,534	60,000	10,000
Fees studied for current full cost recovery	67	247	89	252
Parking lots revenue-target \$2,250,000	\$1,865,113	\$1,978,324	\$2,250,000	\$2,000,000
<sup>1</sup> Requires no staff support, includes Web and phone payments and sign-ups for APP and paperless billing.				
<sup>2</sup> May require some staff support, includes Web and phone payments, sign-ups for APP and paperless billing, and Quest service requests.				
<sup>3</sup> Counts and percentages are estimates.				

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Fiscal Clerk	4.0	4.0	5.0
Fiscal Clerk Part-time	0.70	0.90	-
Fiscal Process Supervisor	1.0	1.0	1.0
Fiscal Specialist	2.0	2.0	2.0
Fiscal Specialist Part-time	0.45	0.45	0.45
Lead Parking Lot Attendant	1.8	1.2	1.2
License Inspector	1.0	1.0	1.0
License Supervisor	1.0	1.0	1.0
Mail Processing Clerk	-	1.0	1.0
Parking Lot Attendant	5.3	5.9	5.9
Parking Lot Supervisor	1.0	1.0	1.0
Parking Meter Serviceworker	2.0	-	-
Parking Meter Serviceworker Part-time	0.72	-	-
Parking Meter Supervisor	1.0	-	-
Revenue Auditor	1.0	1.0	1.0
Revenue Manager	1.0	1.0	1.0
Review Officer	0.76	0.76	0.76
Senior Fiscal Clerk	4.0	4.0	3.0
Senior Fiscal Clerk Part-Time	-	-	0.75
Student Aide	0.39	0.39	0.39
<b>Budgeted Total Staffing</b>	<b>29.12</b>	<b>26.60</b>	<b>26.45</b>

## Total Revenue Program Costs:

	2009-10 Actual	2010-11* Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,613,101	\$ 2,047,836	\$ 2,095,026	\$ 2,150,617
Maintenance and Operations	\$ 254,754	\$ 538,412	\$ 1,916,760	\$ 1,487,787
Capital Equipment	\$ 2,116	\$ 5,854	\$ 7,000	\$ -
Total	\$ 1,869,971	\$ 2,592,102	\$ 4,018,787	\$ 3,638,404

\*Parking Lots was transferred to the Revenue Division from the City Manager Division in FY 2010-11.

## Accounting

**Intended Outcome:** Ensure compliance with GASB, Council, State, and Federal regulations and provide accurate, reliable and timely financial reports to our stakeholders.

### Core Functions:

- Prepare, reconcile and present the Comprehensive Annual Financial Report (CAFR) to the external auditors.
- Continue to strive for the Government Finance Officers Association "Award for Certificate of Excellence in Financial Reporting" which the City has received for the last 20 years.
- Coordinate all accounting, audit management and financial reporting.
- Monitor and implement new accounting pronouncements to ensure the City adheres to generally accepted accounting practices.
- Manage general ledger maintenance, debt administration and assessment district administration.
- Accounting and reporting for capital assets.
- Track and manage cash flows and treasury requirements.
- Safeguard the City's cash from fraudulent activity through daily monitoring of reverse positive pay.
- Continue to update and maintain the Facilities Financing Plan.
- Oversee the compilation of the Quarterly Financial Report provided to Council as part of the City Manager's Quarterly Business Report.

### Work Plan:

- Monitor, interpret and implement new GASBs as needed, including the recent exposure draft on new pension disclosures.
- Monitor performance and produce quarterly financial status reports for the City Manager and Council to keep them abreast of the City's financial condition and any challenges or solutions identified to keep our General Fund balanced.
- Automate the allocation of interest income on a monthly basis.
- Improve on analytical review of all revenues/ expenditures by developing or acquiring modern forecasting and business analytics tools.
- Be actively involved in the implementation of an ERP system for a smooth transition of our financial systems.
- Automate the production of the Comprehensive Annual Financial Report (CAFR), management reports and routine compliance reports.

Performance Measures	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
<u>Outcome: Ensure compliance with all Federal, State and local regulations and standards while providing high-quality, accurate and timely financial information to all stakeholders.</u>				
Maintain Underlying AAA Credit Rating	N/A	Yes <sup>1</sup>	Yes	Yes
Quarterly Financial Report w/in 45 days-target 4	N/A	3 <sup>2</sup>	4	4
Track & Manage Cash Flows and Treasury Requirements on a daily basis	Yes	Yes	Yes	Yes
Daily monitoring of fraudulent account activity	Yes	Yes	Yes	Yes
GFOA Award for Excellence Received for CAFR	Yes	Yes	Yes	Yes
External Audit of CAFR results in a "Clean" Opinion	Yes	Yes	Yes	Yes
Days after fiscal year end CAFR available-target < 180	172	169	164	159
Update Compliance with Reserve Policy Annually	Yes	Yes	Yes	Yes
No. of Continuing Disclosure Filings- Target ALL	18	17	17	17
<sup>1</sup> Moody's Investor Service, Standard & Poor's and Fitch Ratings have all assigned the City of Newport Beach an AAA credit rating, the highest possible underlying rating, one of only five agencies in California to receive an AAA rating from all three rating agencies.				
<sup>2</sup> Quarterly Financial Reports established midyear in FY 11.				

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Accountant	2.0	3.0	2.0
Accounting Manager	1.0	1.0	1.0
Fiscal Clerk Part-time	0.25	0.25	0.25
Fiscal Specialist	1.0	1.0	1.0
Senior Accountant	1.0	-	1.0
<b>Total Budgeted Staffing</b>	<b>5.25</b>	<b>5.25</b>	<b>5.25</b>

### Total Accounting Program Costs:

	2009-10 Actual	2010-11* Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,044,809	\$ 608,114	\$ 576,872	\$ 620,277
Maintenance and Operations	\$ 84,479	\$ 74,954	\$ 174,420	\$ 146,801
Capital Equipment	\$ 855	\$ 773	\$ 3,500	\$ 1,000
<b>Total</b>	<b>\$ 1,130,143</b>	<b>\$ 683,840</b>	<b>\$ 754,792</b>	<b>\$ 768,078</b>

\*The Budget and Payroll functions were transferred to OMB in FY 2010-11.

# Police Department

## Mission Statement

The Newport Beach Police Department is committed to providing our Community with the highest quality police services possible to maintain the quality of life that is cherished by those who reside, work, and visit here. Our mission is to:

“Respond positively to the Community’s needs, desires, and values and in so doing be recognized as an extension and reflection of those we serve. Strive to provide a safe and healthy environment for all, free from violence and property loss resulting from criminal acts, and injuries caused by traffic violators. Manage inevitable change and welcome the challenge of future problems with creative solutions which are financially prudent and consistent with Community values.”

## Department Overview

With over one hundred years of service to the citizens of Newport Beach, the Police Department stands as an example of municipal efficiency with a workforce committed to the Community and its visitors. This fiscal year marks one of the lowest crime rates in over 40 years. This milestone could not have been accomplished without the collaborative efforts of our employees, our fellow City Government partners and our Community Stakeholders.

Members of the Police Department’s Patrol/Traffic Division are the Community’s front line defense against criminal activity as well as offering ancillary services such as parking enforcement, animal control, and detention services.

The Detective Division is the investigative arm of the Police Department and is responsible for providing investigative follow up for more than 11,000 reports the Police Department takes each year. The Division is also responsible for narcotics and vice enforcement, criminal intelligence, crime analysis, School Resource Officers, court liaison services and crime scene investigation.

Offering administrative, fleet, and clerical support to the Police Department is the Support Services Division. During the last fiscal year, the Division’s Communications Section was responsible for taking 225,596 telephone calls and dispatching over 65,000 calls for service. In total, the Police Department’s employees documented a total of 11,590 incidents. The Division’s additional responsibilities include the Records Section, Property Unit, Personnel and Training, Fiscal Services, Range Operations and Fleet Maintenance.

The Office of the Chief of Police is responsible for the effective and responsive leadership of the Police Department. The Office is also responsible for the organization’s community outreach programs as well as internal quality control.

## Key Department Programs

- Office of the Chief of Police
- Support Services Division
- Patrol Division
- Traffic Division
- Detective Division

## Goals

### Promote Community Safety

The Police Department has established measurable goals that focus on Enhancing the Feeling of Safety in the Community. These efforts will include a Department-wide focus on crime reduction; information dissemination by use of media sources, informational sign boards, and Social Media sources such as Facebook, Twitter, and Nixle; conducting Parole and Probation operations to ensure compliance by parolees and probationers; tracking and reducing response times to emergency calls for service, and reducing call answering times for calls into the Communications Center; tracking and reducing criminal investigation clearance rates; targeting our Community's #1 crime, burglary/theft from motor vehicles; conducting bicycle safety seminars for adults and bicycle safety rodeos for children; conducting Boardwalk Safety operations; exploring other options to address problem party residences; increasing Neighborhood Watch participation; and conducting various Community Outreach events across the City.

### Enhance Organizational Development

The Police Department has set measurable goals that focus on developing both the individual members of the Police Department as well as the Organization as a whole. These efforts will include a Department-wide focus on improving overall emergency preparedness, including Emergency Operations Center training for all Department supervisors, and disaster training for field personnel; implementation of the First Responder/ Windshield Survey Manual and conducting evacuation procedure reviews with employees; updating of the Department's Succession Plan and establishing leadership programs for line level personnel both sworn and professional staff; conducting regular meetings with all Management Staff; reviewing scheduling options for uniformed divisions; conducting a review of all Patrol beat assignments to ensure maximum efficiency; conducting Family Outreach events for employees; continuing interdepartmental relations meetings with our counterparts in other City departments; conducting a review of the Department's Crime Analysis Unit; and distributing monthly reports Department-wide on favorable conduct of employees.

### Establish Budget Efficiencies

The Department will continue to explore methods to improve its fiscal responsibility to City administrators and residences. These methods may include the regionalization of services with adjacent municipal law enforcement agencies; analysis of costs associated with special events, fees for specials services, and the evaluation of Department systems to ensure efficient operations based on statistical data. The Police Department's Command Staff will hold weekly budget meetings to hold Department managers accountable for divisional budgets as well as discuss further cost saving measures.

### Total Police Department Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 36,904,322	\$ 35,628,997	\$ 35,210,574	\$ 35,648,907
Maintenance and Operations	\$ 6,139,606	\$ 5,731,291	\$ 6,371,696	\$ 6,163,579
Capital Equipment	\$ 307,224	\$ 42,086	\$ 84,742	\$ 7,694
Internal Service Fund	\$ 589,753	\$ 570,923	\$ 857,999	\$ 429,500
Total	\$ 43,940,906	\$ 41,973,298	\$ 42,525,011	\$ 42,249,680

## Workload Indicators

The following indicators are provided as a means to quantify some of the work accomplished by the Police Department throughout the year. These measures reflect some of the many responsibilities and actions of Police Department staff, and are useful as a set of statistics that can be monitored year-by-year, as well as compared to other cities. The Police Department is committed to creating a safe environment for all residents and visitors to the City, and strives to maintain the exceptional level of service that the Community has come to expect from us.

Workload Indicators	2009-10 Actual	2010-11 Actual	2011-12 Estimated **	2012-13 Projected
Part One Crimes*	2,553	2,485	2,571	2,532
Adult Arrests	2,967	3,093	3,103	3,063
Juvenile Detentions	224	308	246	242
Total Crime and Misc. Reports	12,472	11,590	11,447	11,478
Calls for Service	67,966	60,843	67,726	67,340
Field Interviews Conducted	3,809	3,445	3,840	3,766
False Alarms Handled	3,325	3,028	3,273	3,238
Vehicle Code Citations/Warnings Issued	16,936	14,472	16,626	16,382
Other Citations Issued (exclusive of Parking Citations)	3,694	2,627	3,336	3,281
* Part One are the eight most serious crimes (Homicide, Forcible Rape, Robbery, Aggravated Assault, Burglary, Larceny-Theft, Auto Theft, and Arson) as defined by the FBI in the Uniform Crimes Reports.				
** Projected Service Indicators for FY 2011-12 are derived from mathematical formulas based on historical data and are not indicative of recent downward trends.				

## Programs

### Office of the Chief of Police

**Intended Outcome:** The Office of the Chief of Police is responsible for assisting the Chief of Police in the management and administration of the Police Department. This Section works closely with the Community, and encourages residents to partner with the Police Department through programs such as Neighborhood Watch. The Professional Standards Unit coordinates the investigation of personnel complaints, and ensures that the Department is adhering to procedures and providing the desired level of service to the Community.

#### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Assistant to the Police Chief	1.0	1.0	1.0
Crime Prevention Specialist	1.0	2.0	2.0
Crime Prevention Specialist Part-time	0.49	-	-
Lifeguard Officer	-	0.60	
Police Chief	1.0	1.0	1.0
Police Community Service Officer	1.0	1.0	1.0
Police Lieutenant	2.0	1.0	1.0
Police Officer	2.0	-	-
Police Sergeant	2.0	2.0	2.0
<b>Total Budgeted Staffing</b>	<b>8.49</b>	<b>8.60</b>	<b>8.00</b>



Core Functions:

- Executive leadership
- Community Relations and Crime Prevention
- Professional Standards Unit
- Payroll
- Educational programs
- Volunteer programs
- Auditing of Department performance and procedures
- Media relations
- Risk Management

Work Plan:

- Provide leadership and vision for the Department
- Collaborate with other City departments to fulfill the goals and objectives of the Department and the City of Newport Beach
- Coordinate the Citizen's Police Academy and Teen Academy Programs
- Issue press releases and liaison with the Media
- Provide Internet Safety Classes and Crime Prevention Classes to the Community
- Host Meetings for Neighborhood Watch and Business Watch
- Coordinate the use of Social Media for disseminating useful information to the Community
- Investigate complaints and claims against the Department or its employees
- Track personnel data and payroll
- Provide classes to school children on the Step UP! bystander intervention program
- Coordinate and assign duties for all Police Department Volunteers, who donated almost 6,000 hours of service in Fiscal Year 2011
- Audit department procedures and systems to improve service delivery and optimize department performance
- Partner with governmental and non-governmental agencies on community-wide events that communicate the Department's mission and core values

Total Office of the Chief of Police Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,973,549	\$ 2,020,156	\$ 1,543,688	\$ 1,623,579
Maintenance and Operations	\$ 108,121	\$ 38,126	\$ 57,707	\$ 57,707
Capital Equipment	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,081,670	\$ 2,058,282	\$ 1,601,395	\$ 1,681,286

## Support Services Division

Intended Outcome: The Support Services Division provides operational support to all Divisions in the Police Department.

### Core Functions:

- Front Desk Operations
- Emergency Dispatch
- Records & Identification
- Property & Evidence
- Alarms (Residential and Commercial)
- Personnel & Training
- Planning & Research
- Range Operations
- Facility Maintenance
- Fiscal Services / Budget Management
- Purchasing
- Warrant Processing
- Electronics Maintenance and Repair
- Video Evidence
- Information Technology
- Fleet Maintenance

### Work Plan:

- Utilize civilian employees in a variety of positions. This not only reduces staffing costs, but also allows for additional continuity and specialization of staff and ensures that more sworn Officers are assigned to field positions.
- Provide emergency and non-emergency Dispatch services. In Fiscal Year 2011, approximately 90% of Emergency Calls (defined as a present and imminent threat to life or property) were answered by a Dispatcher within 10 seconds.
- Process and identify arrestees, conduct warrant checks, and prepare Court Packages
- Process Citations and requests for copies of Police Reports
- Process, retain, release, and dispose of all Found Property, Evidence, and Safekeeping Property booked in the City
- Maintain an indoor Shooting Range, and provide quarterly firearms qualifications for all sworn Officers
- Service and maintain specialized electronics in the Department and fleet vehicles
- Retain and catalog Mobile Video System recordings, which are utilized by sworn Officers in the field
- Perform routine maintenance, conduct repairs, and track the service history on a fleet of over 100 vehicles, including marked Police Cars and SUV's, marked Police Motorcycles, unmarked vehicles, ATV's (for use on the beaches), Parking Control Trucks, Animal Control Trucks, Transportation Vans, a Mobile Command Post, and specialized vehicles for the S.W.A.T. team.

### Total Support Services Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 6,775,366	\$ 6,734,457	\$ 5,767,565	\$ 5,795,865
Maintenance and Operations	\$ 4,522,366	\$ 4,222,154	\$ 5,397,904	\$ 4,580,989
Capital Equipment	\$ 300,046	\$ 30,540	\$ 12,694	\$ 7,694
<b>Total</b>	<b>\$ 11,597,777</b>	<b>\$ 10,987,151</b>	<b>\$ 11,178,163</b>	<b>\$ 10,384,548</b>
Includes Fleet Maintenance Division				



Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Applications Coordinator Police Department	2.0	-	-
Civilian Supervisor	2.0	2.0	2.0
Electronics Specialist	1.0	-	1.0
IT Technician Part-time	0.76	-	-
Personal Computer/Network Coordinator	1.0	-	-
Police Cadet	2.66	1.70	1.70
Police Captain	1.0	1.0	-
Police Community Service Officer	19.0	18.0	18.0
Police Community Service Officer Part-time	0.94	0.94	0.94
Police Computer Systems Manager	1.0	-	-
Police Dispatcher	12.00	11.0	11.0
Police Dispatcher Part-time	2.22	2.22	2.22
Police Fiscal Services/Facilities Manager	1.0	1.0	1.0
Police Lieutenant	1.0	1.0	1.0
Police Mechanic II	1.0	1.0	1.0
Police MIS Specialist	1.0	-	-
Police Officer	2.0	1.0	1.0
Police Officer Part-time	0.26	0.26	0.26
Police Sergeant	1.0	1.0	1.0
Police Support Services Division Administrator	0.0	1.0	1.0
Rangemaster-Armorer	1.0	1.0	1.0
Senior Police Community Service Officer	3.0	2.0	2.0
Senior Police Dispatcher	3.0	3.0	3.0
Senior Police Mechanic	1.0	1.0	1.0
Station Officer	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>61.84</b>	<b>51.12</b>	<b>51.12</b>



## Patrol Division

Intended Outcome: The primary purpose of the Patrol Division is to maintain the safety and security of the Community. The Patrol Division is on-duty 24 hours per day, every day of the year.

### Core Functions:

- Uniformed Patrol
- Field Training Program
- Gang Suppression
- S.W.A.T. Unit
- Crisis Negotiation Team
- Bicycle Unit / ATV Patrol
- Canine Officers
- Jail Operations
- Reserve Officer Program
- Explorer Program
- R.A.C.E.S. Volunteer Program

### Work Plan:

- Respond to Calls for Service. In Fiscal Year 2011, the average response time to a top priority call was **2 minutes, 37 seconds** from the moment the call was received until an Officer arrived on scene. Officers arrived on scene within 5 minutes in **91.4%** of all Emergency calls (which involve a Police response with lights and sirens).
- Conduct preliminary investigations on all reported crimes
- Control crowds and keep the peace
- Enforce local laws and ordinances
- Take preventative measures to actively stop crime and disturbances before they occur
- Utilize Specialized Units to augment regular Patrol functions when possible
- Provide temporary custody facilities
- Utilize the Reserve Officer Program to provide transportation and administrative assistance to regular Patrol Officers, allowing those Officers to remain in the field for a larger portion of their assigned shift
- The Explorer Unit is affiliated with the Boy Scouts of America, and is a volunteer unit of persons between the ages of 14 and 20. These young people volunteer approximately 3,000 hours annually in support of Police Department functions.
- R.A.C.E.S. (Radio Amateur Civil Emergency Service) Volunteers conduct over 100 hours of training annually, to support City-Wide communication through the use of ham radios in case of a communications failure.

### Total Patrol Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 16,011,093	\$ 15,503,843	\$ 17,275,247	\$ 17,060,489
Maintenance and Operations	\$ 1,131,914	\$ 998,869	\$ 779,333	\$ 1,079,333
Capital Equipment	\$ -	\$ -	\$ 70,000	\$ -
Total	\$ 17,143,007	\$ 16,502,712	\$ 18,124,580	\$ 18,139,822

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Assistant Police Chief	-	-	1.0
Civilian Custody Supervisor	1.0	1.0	1.0
Custody Officer	9.00	8.0	8.0
Custody Officer Part-time	0.12	-	-
Helicopter Facilities Maintenance Worker	1.0	-	-
Helicopter Mechanic	2.0	2.0	-
Police Captain	1.0	1.0	-
Police Community Service Officer	1.0	1.0	1.0
Police Lieutenant	3.0	4.0	4.0
Police Lieutenant (Helicopter)	1.0	-	-
Police Officer	66.0	68.0	70.0
Police Officer Helicopter	2.0	2.0	-
Police Reserve Officer	4.17	4.17	4.17
Police Sergeant	10.0	12.0	12.0
Senior Helicopter Mechanic	1.0	1.0	-
<b>Total Budgeted Staffing</b>	<b>102.29</b>	<b>104.17</b>	<b>101.17</b>

***Traffic Division***

Intended Outcome: The primary purpose of the Traffic Division is to promote Traffic safety through education and enforcement.

Core Functions:

- Traffic Collision Investigation
- Motorcycle Officer Patrol
- Follow-Up Investigation on Traffic-related Felony Arrests
- DUI Enforcement and Checkpoints
- Parking Enforcement
- Animal Control

Work Plan:

- Investigate Traffic Collisions. In Fiscal Year 2011, the Traffic Division handled **3** Fatal Traffic Collisions, **446** Injury Traffic Collisions, and **719** Property Damage Traffic Collisions.
- Investigate public concerns and complaints regarding traffic issues
- Increase the traffic awareness for all members of the Community through Traffic Education Programs and enforcement
- Review applications and make recommendations on Special Events
- Utilize Office of Traffic Safety grant funds to aggressively pursue the prevention and enforcement of DUI's. Conduct DUI Checkpoints and increased DUI patrols throughout the year.
- Conduct Parking Enforcement patrols. In Fiscal Year 2011, **51,074** Parking Citations were issued throughout the City for various infractions.
- Provide Animal Control services. In Fiscal Year 2011, **416** stray or injured animals and **362** Animal Control Citations were issued.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Animal Control Officer	3.0	2.0	2.0
Civilian Supervisor	1.0	-	-
Police Community Service Officer	7.0	4.0	4.0
Police Community Service Officer Part-time	3.74	2.69	2.69
Police Lieutenant	1.0	1.0	1.0
Police Officer	16.0	11.0	11.0
Police Sergeant	2.0	2.0	2.0
Senior Animal Control Officer	1.0	1.0	1.0
Senior Police Community Service Officer	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>35.74</b>	<b>24.69</b>	<b>24.69</b>

### Total Traffic Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 4,769,466	\$ 4,486,924	\$ 3,936,284	\$ 4,200,867
Maintenance and Operations	\$ 262,954	\$ 333,922	\$ 316,773	\$ 320,073
Capital Equipment	\$ -	\$ -	\$ -	\$ -
Total	\$ 5,032,421	\$ 4,820,846	\$ 4,253,057	\$ 4,520,940

### ***Detective Division***

Intended Outcome: The Detective Division conducts follow-up investigation on all reported crimes and (non-Traffic related) felony and misdemeanor arrests. The Detective Division also handles juvenile investigations, and issues that concern juvenile welfare, that occur within the City.

#### Core Functions:

- Burglary, Auto Theft, and Theft Section
- Narcotics and Special Investigations
- Crimes Against Persons Section
- Economic Crimes Section
- Juvenile and Sexual Assault Section
- School Resource Officers
- Court Liaison Officer
- Crime Analyst
- Crime Scene Investigation
- Liaisons for O.C.A.T.T. (Orange County Auto Theft Task Force) and R.N.S.P. (Regional Narcotics Suppression Program)

#### Work Plan:

- Conduct investigations and apprehend suspects. In Fiscal Year 2011, **4,076** cases were assigned for Investigation, including **191** Domestic Violence Cases. On average, each Detective was assigned **280** cases throughout the year.
- Recover stolen property. In Fiscal Year 2011, investigations resulted in the recovery of property valued at **\$6,069,175**.
- Prepare cases for presentation in Court
- Monitor Massage Establishments
- Monitor Pawn Shop transactions
- Gather, track, and conduct analysis of Crime Statistics
- Liaison with the Orange County Superior Court and the Orange County District Attorney's Office

Work Plan (continued):

- Monitor establishments that are licensed by the California Alcoholic Beverage Control
- Coordinate the grant-funded "Every 15 Minutes" DUI Awareness Program annually in local schools

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Assistant Police Chief	-	1.0	1.0
Crime Scene Investigator	4.0	4.0	4.0
Police Captain	1.0	-	-
Police Community Service Officer	2.0	2.0	2.0
Police Lieutenant	1.0	1.0	1.0
Police Officer	27.0	22.0	22.0
Police Reserve Officer	0.19	0.19	0.19
Police Sergeant	6.0	5.0	5.0
Senior Crime Analyst	1.0	1.0	1.0
Senior Crime Scene Investigator	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>43.19</b>	<b>37.19</b>	<b>37.19</b>

Total Detective Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 7,374,848	\$ 6,883,617	\$ 6,687,790	\$ 6,968,107
Maintenance and Operations	\$ 114,252	\$ 138,220	\$ 118,429	\$ 125,477
Capital Equipment	\$ 7,178	\$ 11,547	\$ 7,048	\$ -
<b>Total</b>	<b>\$ 7,496,278</b>	<b>\$ 7,033,384</b>	<b>\$ 6,813,267</b>	<b>\$ 7,093,584</b>



# Fire Department

## Mission Statement

Protect life, property and the environment with innovative professionalism, and organizational effectiveness using highly trained professionals committed to unparalleled service excellence.

## Vision

The Newport Beach Fire Department will be engaged in the community, and recognized for exemplary lifesaving services, fire protection, prevention and preparedness by investing in our employees and the people we serve.

## Motto

Safety, Service, Professionalism

## Core Values

Integrity, Teamwork, Caring, Respect, Innovation

## Department Overview

The Newport Beach Fire Department provides a full range of exemplary fire, marine and life safety services to the residents and visitors of our beautiful coastal community, 24 hours a day, 7 days a week. The City of Newport Beach Fire Department's skilled firefighters, paramedics, lifeguards and professional staff have extensive knowledge and expertise in dealing with the City's varied terrain comprised of 26 sq. miles of land, 23 sq. miles of ocean, and 1.25 sq. miles of bay with a permanent population of 85,186 and summer tourist population averaging over 60,000 daily.

Having just celebrated our 100 year anniversary, Fire looks forward to raising the bar to create a new legacy that will expand and exceed service level expectations for the next century. Under the new leadership of Fire Chief Scott Poster, Fire's new direction will revitalize the department's image, strengthen professional service levels, respond effectively to the challenging economy and environment, and create resourceful community and internal partnerships that will minimize vulnerabilities.



The new Fire Department logo captures our pride in community along with the services provided by each of the divisions – Fire/Emergency Medical Services, Marine and Life Safety.

The restructured organizational chart provides balance and executive leadership over each of the divisions as well as a defined chain of command assuring consistency for a unified workforce.

The consolidation of budget units from ten to seven simplifies management oversight, streamlines expenditures and formalizes authority control.

Eliminating the fractured department units brings together a cohesive team focused on the goals and mission of the Department along with a commitment to cost efficiencies. The Fire and Marine training divisions will now be merged into their respective divisions of Fire Operations and Marine Operations. The new Life Safety Services Division will encompass Fire Prevention and Emergency Preparedness.

Emergency Preparedness combines the previous units of Community Education, Community Preparedness and Disaster Preparedness into one division focused on public education, planning and preparation in the event of various disaster/emergency scenarios.

The Department's budget remains relatively static for FY13 with a few exceptions. One minor staff addition of a Department Assistant to Marine Operations is being partially funded by the Junior Lifeguard program and partially by a reduction of overtime funds in the Marine Operations Division. There will be a minor increase in seasonal Lifeguard staff to offset the FY12 elimination of three full-time permanent Marine Safety personnel. Paramedic school and an increase for EMS supplies will be funded by the Paramedic Reserve Fund. An increase of funding for the fuel modification account is necessary to meet the full provisions of the Newport Coast annexation agreement.

## Key Department Programs

- Administration
- Life Safety Services
- Fire Operations
- Marine Operations

Workload Indicators	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
Fire Responses	172	165	220	250
Medical Responses	6,482	6,604	6,900	7,200
Fire Medics Membership	6,000	5,864	5,800	5,900
Water Rescues	4,352	2,356	3,700	4,000
Lifeguard Medical Aids	6,099	5,532	6,250	6,500
Boats in Distress/Warnings	120	64	100	100
Preventive Actions	101,207	91,946	125,000	130,000
Fire Alarm Responses	689	702	755	800
Other Emergency Responses	1,982	2,056	2,700	2,200
Public Education Contacts	10,348	15,659	11,665	12,000
Fire Inspections	7,000	7,100	7,280	7,300
New Construction Inspections	810	1,013	690	700
Beach Attendance	9,885,521	9,134,602	9,250,000	9,500,000
Special Events	273	282	290	300
Fire Plan Checks	648	423	600	630

### Total Fire Department Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 28,217,618	\$ 28,112,745	\$ 26,686,928	\$ 29,218,534
Maintenance and Operations	\$ 4,704,972	\$ 4,971,409	\$ 5,148,716	\$ 6,156,683
Capital Equipment	\$ 488,456	\$ 144,209	\$ 95,000	\$ 199,267
Total	\$ 33,411,046	\$ 33,228,362	\$ 31,930,644	\$ 35,574,484



## Goals

1. **Field trial and transition to a phased implementation of an electronic Prehospital Care Report (ePCR).** The City of Newport Beach Fire Department is participating on a trial basis in the Orange County Health Care Agency's Medical Emergency Data System (OC-MEDS). OC-MEDS was designed to facilitate the collection and analysis of EMS patient management from the time 9-1-1 is accessed through discharge from the emergency department. The ePCR is the electronic field report that will be generated by Fire Department personnel and eventually replace the current paper form. Specifically, for the City of Newport Beach, the ePCR will considerably improve the reporting of 9-1-1 medical incidents, including what patient care was provided on scene and during ambulance transports. The ePCR will also create efficiencies that will result in enhanced workforce performance, improved report accuracy, and decreased time spent processing PCRs for billing and collections; all efforts that will help to maximize reimbursement for emergency ambulance transportation services.

### Performance Measures

	FY12 Estimate	FY13 Projected
Avg # days spent processing PCR's for submittal to billing company	28-42 days	10-15 days
% PCR's with errors or illegible print	98%	80%
# days from receipt of billing documentation to invoice generation	3-5 days	1-2 days

2. **Increase reimbursable training hours with College affiliation programs.** A joint partnership program with Santa Ana College provides a revenue stream from training hours completed by field personnel. The program will be supervised to assure fulfillment of specified core curriculum. Revenue received will fund a department Career Development program dedicated to succession planning, increased workforce value, promotional opportunities, and staff motivation incentive.

### Performance Measures

	FY11 Actual	FY12 Estimate	FY13 Projected
# classes	2,727	3,600	4,400
# participants	12,668	13,732	14,755
# training hours completed	27,438	28,386	31,323
\$ revenue reimbursed	\$70,779	\$72,952	\$80,500

3. **Assure success of self-sustainable programs (Junior Lifeguards, Fire Medics, START).** Several Fire sponsored programs create a large benefit to the community as well as assist in preparing the next generation to be safety conscious. Strategic management will maintain the excellence of each program while assuring these programs are cost neutral thereby minimizing general fund subsidization.

**Performance Measures**

<i>Junior Lifeguards</i>	FY11 Actual	FY12 Estimate	FY13 Projected
# of participants	1,241	1,243	1,275
\$ revenue	\$856,678	\$920,000	\$985,000
\$ expenses (labor, M&O)	\$984,623	\$920,000	\$985,000
% cost recovery	87%	100%	100%

***START Triage Program***

# orders placed	220	145	175
\$ revenue	\$17,279	\$15,000	\$18,000
\$ expenses (M&O)	\$2,403	\$2,400	\$2,500
% cost recovery	100%	100%	100%

***Fire Medics***

# participants	5,864	5,800	5,900
\$ revenue	\$291,337	\$283,200	\$288,000
\$ expenses (M&O)	\$53,029	\$54,000	\$58,000
% cost recovery	100%	100%	100%

4. **Increase the number of community outreach and educational programs.** Continuous educational prevention and preparedness programs extended to adults and youths are a priceless investment in maintaining value to our community. This interactive partnership expands the reach of our fire staff in maintaining a safe environment for the enjoyment of our residents and visitors. Not only is the community better informed on preventative measures but also well equipped at any age level to deal with diverse types of emergencies.

**Performance Measures**

	FY12 Estimate	FY13 Projected
# of CERT volunteers	100	120
# educational presentations	125	140
# group fire/lifeguard station tours	95	110

# Programs

## Administration

### Core Functions:

- Leadership, direction, motivation, enforcement, and supervision
- Payroll processing
- Personnel facilitation
- Budget development, implementation, and management
- Interdepartmental collaboration
- Procurement
- Support services
- Policy development and guidance
- Council proposals
- Intergovernmental relations
- Community engagement

### Work Plan:

Fire Administration is the core of the Department providing leadership and administrative support to all divisions in order to achieve the organizational missions and standards set by Fire Chief Scott Poster. Assisting with oversight of the Chief's schedule and Department needs is the Administrative Assistant to the Chief. All Department finances are managed by the Administrative Analyst. Support Service Aides provide logistical support to all fire stations, Marine Headquarters and Administration. They also deliver weekly City Council packets.

The new Administration is fervently evaluating and addressing current policies, procedures, and programs to assure best practices are in place that will significantly improve efficiencies, create cost savings and provide superior results. This will assure the organizational structure will strengthen strategically while remaining adaptable to our changing economic environment. Technological advancements are being embraced to streamline workflow, collect and document essential data, maintain quality performance standards, and continue to excel exponentially to exceed service level expectations.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Analyst	-	1.0	1.0
Administrative Assistant to the Fire Chief	1.0	1.0	1.0
EMS Manager	0.5	0.5	-
Fire Captain + 7.5%	1.0	-	-
Fire Chief	1.0	1.0	1.0
Fire Information Systems Coordinator	1.0	-	-
Fire Support Service Manager	1.0	-	-
Lifeguard Battalion Chief	1.0	-	-
Office Assistant	1.0	-	-
Senior Fiscal Clerk	1.0	-	-
Support Services Aide Part-time	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>9.5</b>	<b>4.5</b>	<b>4.0</b>

Total Administration Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,095,366	\$ 847,040	\$ 648,135	\$ 631,167
Maintenance and Operations	\$ 154,155	\$ 162,610	\$ 584,736	\$ 200,708
Capital Equipment	\$ 13,133	\$ 7,391	\$ 5,000	\$ -
Total	\$ 1,262,653	\$ 1,017,042	\$ 1,237,871	\$ 831,875

<b><i>Fire Operations</i></b>
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Core Functions:

- Fire suppression
- Emergency medical service and transport
- Fire investigation
- Hazardous materials response
- Training and certification
- Fire Explorer Program

Work Plan:

Fire Operations is committed to safeguarding the general welfare and economy of the City of Newport Beach. The safety and well-being of the residents, visitors, property and community is our highest priority. Excellent response time is provided by eight strategically located fire stations, 118 full-time suppression staff and a fleet of 8 fire engines, 2 fire trucks, 3 fire paramedic transport units and 1 Urban Search and Rescue engine (USAR). Calls for service cover a broad range which is generally classified into four categories – fire suppression, emergency medical aid, hazardous materials and public assistance.

Training will be heightened during fiscal year 2012-13 that will improve performance, educate new staff and update all on current regulations. The new Career Development program that enhances succession planning is being developed in joint collaboration with Human Resources and funded through revenue received from our Santa Ana College affiliation. There will be promotional opportunities within each of the ranks as well as an opportunity for several new firefighters to join the Newport Beach team. A new firefighter recruit academy will begin this summer followed by paramedic school for several experienced firefighters. Paramedic school will be funded by reserve funds collected through paramedic transport fees in lieu of using general City funds.

Fiscal year 2012-13 will also introduce a change in fleet with the purchase of a different model fire truck that will be more cost effective, resourceful and increase efficiencies. In an effort to improve our revenue stream and provide economical services to our residents, the Fire Medics program will be revitalized along with an updated program brochure and an expanded distribution and marketing approach. The START triage educational materials and website is being updated and revitalized with online services that will promote additional sales for a revenue stream dedicated to recurrent paramedic training. Emergency Medical Services (EMS) will transition to an electronic pre-hospital care reporting (ePCR) system rendering savings and efficiencies in numerous areas.

In keeping with our commitment to invest in the next generation of our community, our Fire Explorer program extended to youth 15-21 years will continue to improve and expand.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Assistant Fire Chief	-	1.0	1.0
Department Assistant	2.0	2.0	2.0
EMS Manager	0.5	0.5	1.0
Fire Battalion Chief	-	1.0	1.0
Fire Captain	30.0	30.0	30.0
Fire Deputy Chief	1.0	-	-
Fire Division Chief	1.0	-	-
Fire Engineer	30.0	30.0	30.0
Fire Line Battalion Chief	3.0	3.0	3.0
Fire Paramedic	24.0	24.0	24.0
Firefighter	30.0	30.0	30.0
<b>Total Budgeted Staffing</b>	<b>121.5</b>	<b>121.5</b>	<b>122.0</b>

Total and Fire Operations Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed*
Salaries and Benefits	\$ 21,716,256	\$ 21,748,374	\$ 21,993,232	\$ 23,551,832
Maintenance and Operations	\$ 3,085,901	\$ 3,272,435	\$ 3,600,892	\$ 4,261,058
Capital Equipment	\$ 437,216	\$ 89,295	\$ 76,000	\$ 144,077
<b>Total</b>	<b>\$ 25,239,373</b>	<b>\$ 25,110,104</b>	<b>\$ 25,670,123</b>	<b>\$ 27,956,967</b>

\*Division 2351 for Fire Training is being absorbed into Fire Operations beginning FY 12-13.



*Firefighters respond to traffic collision*



## Life Safety Services

### Core Functions:

- Fire code enforcement
- Construction plan reviews
- Building inspections
- Special event inspections/management
- Vegetation fuel modification and control
- Wildland Special Fire Protection Area enforcement
- Hazardous materials disclosure program
- Media/Public information
- Public education programs
- Disaster preparedness
- Grant management
- Issuance of fire code permits
- Training suppression personnel



*Firefighters rescue entrapped worker*

### Work Plan:

The Life Safety Services is a new division in the Fire organizational structure that encapsulates Fire Prevention and Emergency Preparedness. This is a small division with a staff of eight covering a broad range of responsibility and interacting daily with a large number of businesses and individuals. Prevention has the obligation to promote public safety by enforcing local, state and federal codes aimed at reducing community risk and losses. Prevention Staff conduct inspections for fire code compliance and perform plan reviews for fire and life safety issues on new construction projects. They often work collectively with the Community Development Department. Prevention looks forward to converting the existing fire inspection program to a web-based program.

Emergency Preparedness provides pro-active professional education and information to the public and City employees to ensure our community is well prepared. The Emergency Service and Community Preparedness Coordinators work closely with all City departments, emergency responders, regional partners and residents to prepare for, mitigate, respond to and recover from natural or manmade emergencies and disasters in the City of Newport Beach. Public outreach and communication is a key strategy in promoting and stimulating civic partnership to create awareness, strengthen vulnerabilities, and communally sustain the value and beauty of our coastal community. Emergency Preparedness will expand the number of outreach events and programs this fiscal year. Grant research, application and management are essential components of this division; continually looking for resources to promote, expand and implement innovative methods and tools that will enhance service levels provided by all Fire Divisions to our community.

## Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Assistant Fire Chief	-	-	1.0
Community Education Coordinator	-	1.0	-
Community Preparedness Coordinator	1.0	1.0	1.0
Confidential Administrative Assistant	-	-	1.0
Emergency Services Coordinator	1.0	1.0	1.0
Department Assistant	1.0	1.0	-
Fire Prevention Plans Examiner Non-Sworn	2.0	2.0	2.0
Fire Marshal Deputy	1.0	-	-
Fire Marshal	1.0	-	-
Fire Division Chief	-	1.0	-
Fire Prevention Specialist Non-Sworn	1.0	1.0	2.0
<b>Total Budgeted Staffing</b>	<b>8.0</b>	<b>8.0</b>	<b>8.0</b>

## Total Life Safety Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated*	2012-13 Proposed
Salaries and Benefits	\$ 1,339,299	\$ 1,219,794	\$ 1,251,769	\$ 1,378,321
Maintenance and Operations	\$ 426,684	\$ 415,609	\$ 543,763	\$ 505,443
Capital Equipment	\$ 8,200	\$ 31,122	\$ 19,976	\$ 20,976
<b>Total</b>	<b>\$ 1,774,183</b>	<b>\$ 1,666,525</b>	<b>\$ 1,815,508</b>	<b>\$ 1,904,740</b>

\*Divisions 2354, 2355 & 2356 became Division 2335 beginning FY 12-13, but presented retroactively here.



*Lifeguard candidates tryout*

## Marine Operations

### Core Functions:

- Ocean, open water, and beach safety
- Preventing and response to ocean rescues
- Enforce City Municipal Codes and State Navigational Codes
- Providing emergency medical assistance to beach visitors
- Training and certification
- Junior Lifeguard program
- Underwater rescue dive team
- Rescue boat operations
- Urban Search and Rescue – swift water response
- Community education
- CPR instruction for schools



Work Plan:

Marine Operations provides year-round, high quality water rescue, emergency response, prevention, and beach safety services. A staff of thirteen full-time, professionally trained and certified Marine Safety personnel along with over 200 seasonal part-time lifeguards maintain ocean water safety for over 10 million beach and bay visitors annually.

The permanent Marine Safety personnel are certified EMT, CPR and First Aid Instructor, and SCUBA diver. All lifeguards are certified in CPR and first aid emergency medical response. Lifeguard training and certification is rigorous both physically and intellectually. Understanding currents, tides, weather, use of emergency communications and profiling individuals to assess their water abilities is essential to preventing emergency rescue incidents.

The summer Junior Lifeguard program educates and prepares over 1250 youth on ocean water hazards. This exceptional program is the summer highlight for many of the community's youth and parents. Due to staff and fee structural changes this fiscal year, the Junior Lifeguard program will be a fully self-sustainable and cost neutral program.

Marine Safety personnel are also active in providing CPR, First Aid and Ocean Safety instruction to the community schools, CERT program and group associations.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Department Assistant	1.00	-	1.00
Lifeguard Battalion Chief	3.00	2.00	2.00
Lifeguard Cadet	0.96	0.48	0.64
Lifeguard Captain	7.00	5.00	5.00
Lifeguard Captain Boat	2.00	1.00	1.00
Lifeguard I	15.38	16.52	16.31
Lifeguard II	11.57	13.32	14.65
Lifeguard III	2.10	1.80	2.33
Emergency Services Coordinator	1.00	0.00	-
Community Preparedness Coordinator	1.00	0.40	-
Lifeguard Officer	4.00	3.40	3.00
Lifeguard Operations Assistant Chief	-	1.00	1.00
Lifeguard Trainee	2.12	2.12	1.20
Part-time Lifeguard Officer	-	-	0.40
<b>Total Budgeted Staffing</b>	<b>51.13</b>	<b>47.04</b>	<b>48.53</b>

Total Lifeguard Operations Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed*
Salaries and Benefits	\$ 3,571,555	\$ 4,035,056	\$ 3,054,990	\$ 3,657,214
Maintenance and Operations	\$ 695,053	\$ 1,053,961	\$ 590,897	\$ 1,189,474
Capital Equipment	\$ 8,127	\$ 16,400	\$ 9,500	\$ 34,214
<b>Total</b>	<b>\$ 4,274,734</b>	<b>\$ 5,105,416</b>	<b>\$ 3,655,386</b>	<b>\$ 4,880,902</b>

Division 2352 for Lifeguard Training was absorbed into this division beginning FY 12-13.

# Community Development

## Mission Statement

A responsive, knowledgeable team of professionals guiding community development in the public interest and promoting the quality of life and safety of those who live, work and visit the City of Newport Beach.

## Department Overview

The Community Development Department's services encompass revitalization of targeted areas, retaining and attracting businesses to Newport Beach, and creating and maintaining high-quality residential neighborhoods and business areas to ensure that Newport Beach provides safe, economically vital and aesthetically pleasing places in which to live, work and visit. The Department administers the City's land use policies, including the general plan, zoning, building, subdivision, and environmental regulations, to ensure the orderly physical growth of the community. Program activities range from advanced and current planning to building permit inspection, plan check and code enforcement. The Department also oversees the Community Development Block Grant (CDBG) program.

## Key Department Programs

- Building
- Code Enforcement
- Planning

## Department Goals

For Fiscal Year 2012-13, the following Department goals have been identified:

- Continue to prepare and implement short and long-term strategies that promote City Council priorities for enhancing the physical environment and the character and quality of neighborhoods in Newport Beach.
- Prepare and facilitate the department's move to the new Civic Center, including purging files and archiving of documents.
- Continue to improve document storage and retrieval for all department records.
- Continue to refine and improve internal and external customer service and streamline the development review process.
- Develop an implementation plan to expand upon new technologies to further enhance customer service.
- Implement the codes, policies and regulatory requirements to ensure quality neighborhoods and businesses throughout the City.
- Continue implementation efforts for revitalization areas including: Lido Village, West Newport, Santa Ana Heights and Balboa Village as directed by the City Council and City Manager.
- Begin process of developing an Implementation Plan for the long-term goal of obtaining a certified Local Coastal Program.
- Amend the Zoning Code where appropriate to clarify the intent of some of the newly adopted regulations.



- Manage the preparation of environmental documentation for the following:
  - Uptown Newport Village residential development
  - Bayview Marina mixed use project
  - Earl's Landing mixed use
  - Balboa Marina

Workload Indicators	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
<b><i>Building Division</i></b>				
Plan Submittals <i>Total Plan Checks:</i>	2,556	2,904	1,939	1,997
<b><i>Permits Issued</i></b>				
Building/Combination Permits	2,846	3,558	3,291	3,390
Electrical Permits	1,756	2,257	2,088	2,150
Plumbing Permits	1,368	1,556	1,439	1,482
Mechanical Permits	1,080	1,227	1,135	1,169
Pool/Spa Permits	99	129	119	123
Harbor Permits	49	55	51	52
Fire Permits	414	496	459	473
<i>Total Permits Issued:</i>	7,612	9,278	8,582	8,839
<b><i>Inspections</i></b>				
Inspections Related to Complaints	3,261	2,150	1,989	2,048
RBR Inspections	1,449	923	854	879
Construction Inspections	25,520	27,750	25,669	26,439
<i>Total Inspections:</i>	30,230	30,823	28,512	29,366
<b><i>Code Enforcement Division</i></b>				
Administrative Citations Issued	393	156	175	200
Notice of Violations Issued	1,117	917	1,050	1,175
<b><i>Planning Division</i></b>				
<b><i>Projects Reviewed by Approval Authority</i></b>				
Planning Commission	19	21	22	22
Zoning Administrator	19	18	21	19
Hearing Officer	14	1	9	5
EQAC	10	3	3	3
GP/LCP Comm	10	2	0	6
NRC/CAPs	0	0	25	0
Building Board of Appeals	1	0	1	1
<i>Totals:</i>	73	45	81	56

#### Total Community Development Department Costs:

	2009-10 Actual*	2010-11 Actual	2011-12 Estimated^	2012-13 Proposed•
Salaries and Benefits	\$ 6,642,891	\$ 6,281,867	\$ 7,085,032	\$ 7,190,976
Maintenance and Operations	\$ 884,694	\$ 842,007	\$ 1,795,330	\$ 1,192,270
Capital Equipment	\$ 6,721	\$ 3,466	\$ 30,190	\$ 31,800
CDBG Fund	\$ 134,720	\$ 123,181	\$ 136,927	\$ 122,733
<b>Total</b>	<b>\$ 7,669,026</b>	<b>\$ 7,250,522</b>	<b>\$ 9,047,479</b>	<b>\$ 8,537,779</b>

\* CDD is a new Department that combines Building, Code Enforcement and Planning.

^ In FY 2012, Code Enforcement was split between Community Development and Public Works, previously combined as one in the City Manager's Department.

• In FY 2013, the Economic Development Division will transfer to a new City Manager Division, 0340.

# Programs

## Department Composition

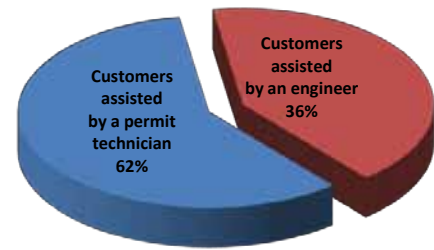
The Department consists of four divisions: Building, Code Enforcement, Planning, and Systems and Administration; the core function of each division is discussed below.

### Building Division

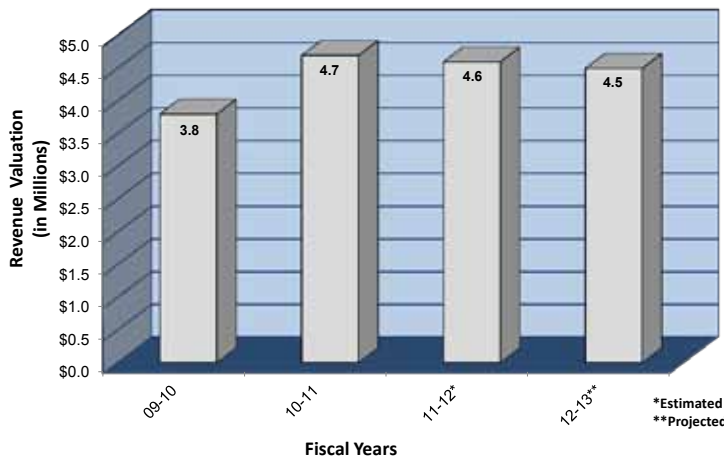
#### Core Functions:

- Ensure plans and construction adhere to adopted codes and minimum design standards for the protection of life and property;
- Expeditiously process utility releases, code modification and hardship requests, applications for alternate materials and methods of construction, flood zone determinations, building code violations, handicap accessibility complaints, and temporary occupancy requests;

**Number of Customers Assisted**  
15,209 Total Customers  
Jan. 2011 to Dec. 2011

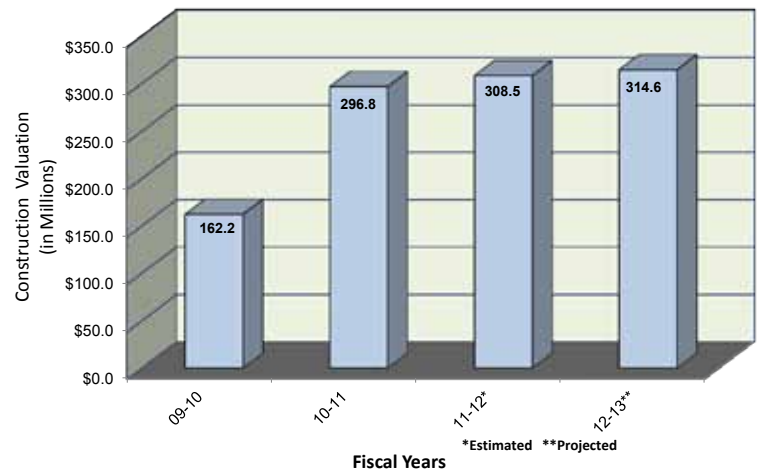


\*1% of Customers waited more than 30 minutes



- Provide thorough and detailed building inspections within 24 hours of requests to ensure compliance with approved plans, applicable codes, and local ordinances;
- Implement exceptional customer service, effective project management, and a responsive and accountable staff;
- Ensure that a minimum of eighty (80%) percent of all building permit applications are reviewed at the front counter, the same day an applicant applies for a permit;

- Complete the review of at least ninety-five (95%) percent of all building permit applications within 10 business days;
- Establish a Real Property Asset and Management Program focused on managing revenue and non-revenue generating City owned properties to ensure their long term viability;
- Provide necessary staff support to the Building and Fire Board of Appeals.



Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Analyst	-	0.5	-
Administrative Assistant	1.0	1.0	-
Building Department Specialist	1.0	1.0	1.0
Building Director	1.0	-	-
Building Inspector II	3.0	3.0	3.0
Building Manager/Chief Building Official	-	1.0	1.0
Chief Building Inspector	1.0	1.0	1.0
Civil Engineer Plan Check	-	-	1.0
Community Development Director	-	0.5	-
Department Assistant	1.0	1.0	1.0
Deputy Building Official	1.0	-	-
Office Assistant	1.0	1.0	1.0
Permit Counter Supervisor	1.0	1.0	1.0
Permit Technician I	1.0	1.0	-
Permit Technician II	3.0	3.0	4.0
Permit Technician II Part-time	0.5	0.5	0.5
Principal Building Inspector	2.0	2.0	2.0
Principal Civil Engineer	2.0	2.0	1.0
Principal Civil Engineer Plan Check	-	-	1.0
Real Property Administrator	-	-	1.0
Records Specialist	1.0	1.0	1.0
Residential Building Records Inspector	1.0	1.0	1.0
Senior Building Inspector	4.0	3.0	2.0
Senior Civil Engineer Plan Check	6.0	6.0	5.0
Student Aide	0.33	-	-
Student Aide	0.33	0.66	-
Subtrade Plans Examiner	-	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>32.16</b>	<b>32.16</b>	<b>29.50</b>

Building Total Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 4,063,805	\$ 3,906,503	\$ 3,942,611	\$ 4,046,762
Maintenance and Operations	\$ 338,672	\$ 349,054	\$ 935,122	\$ 693,995
Capital Equipment	\$ 5,739	\$ 1,313	\$ 26,200	\$ 26,200
<b>Total</b>	<b>\$ 4,408,216</b>	<b>\$ 4,256,870</b>	<b>\$ 4,903,933</b>	<b>\$ 4,766,957</b>



## Code Enforcement Division

### Core Functions:

- Protect the health, safety and general welfare of the community through the enforcement of City and state laws related to land use, building codes, and property maintenance.
- Continue to promote community aesthetics through public outreach and education on City and State-mandated programs and policies.
- Conduct timely and thorough investigations in response to citizen complaints and abate violations through effective and efficient enforcement.
- In commercial areas, focus on non-compliant use permits, unpermitted signage, unpermitted uses, and property maintenance.
- In residential areas, focus on property maintenance and nuisance conditions, investigate and ensure compliance with the Zoning Code, and monitor and ensure compliance with use permits and development agreements.
- Coordinate activities and provide assistance to other City staff, departments, and outside agencies.
- Regular meetings with Homeowners Associations (HOAs), ad hoc Citizen Advisory Panels, residents, and business owners to further the division's goals of education and voluntary compliance.
- Assist with public outreach and proactive enforcement of the City's water quality regulations.
- Continue to provide support to special abatement programs.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Code & Water Quality Enforcement Division Mgr	-	-	-
Code & Water Quality Enforcement Officer	2.0	1.0	1.0
Code & Water Quality Enforcement Officer Trainee	1.0	1.0	1.0
Code Enforcement Supervisor	-	1.0	1.0
Office Assistant, Part-time	0.25	0.25	0.50
Senior Code & Water Quality Enforcement Officer	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>4.25</b>	<b>4.25</b>	<b>4.50</b>



**Total Code Enforcement Program Costs:**

	2009-10 Actual	2010-11 Actual	2011-12 Estimated*	2012-13 Proposed
Salaries and Benefits	\$ -	\$ -	\$ 416,787	\$ 441,333
Maintenance and Operations	\$ -	\$ -	\$ 44,943	\$ 90,862
Capital Equipment	\$ -	\$ -	\$ 1,990	\$ 3,600
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 463,720</b>	<b>\$ 535,794</b>

\*Code Enforcement is a new Division split between Community Development and Public Works, previously combined as one division in the City Manager Department.

**Planning Division****Core Functions:**

- Maintain and apply the provisions of the General Plan, Zoning Code, Local Coastal Program, and related policy documents.
- Provide high quality customer service through efficient case management and plan check processing.
- Determine appropriate uses of properties, suitable site plan configurations and in designing buildings of size, scale, and character consistent with traditions of excellence that define Newport Beach.
- Review building plan checks for compliance with the Zoning Code and City conditions of approval.
- Review and process development applications to ensure compliance with the City's General Plan, Zoning requirements, community goals, and the California Environmental Quality Act (CEQA).
- Provide critical information and recommendations to the Hearing Officer, Zoning Administrator, Planning Commission, and City Council to assist in decisions pertaining to a variety of development projects and land use policies.
- Maintain and implement the City's Housing Program.
- Provide assistance to other departments in demonstrating compliance with CEQA and the City's Local Coastal Program.



## Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Analyst	-	0.5	-
Administrative Assistant	1.0	1.0	1.0
Assistant Planner	6.0	6.0	5.0
Associate Planner	3.0	3.0	3.0
Community Development Director	-	0.5	-
Department Assistant + 7.5%	2.0	2.0	2.0
Deputy Community Development Director	-	1.0	1.0
Economic Development Administrator	1.0	-	-
Economic Development Coordinator	1.0	-	-
Planning Director	1.0	-	-
Planning Manager	1.0	1.0	1.0
Planning Systems Administrator	1.0	-	-
Planning Technician	2.0	2.0	1.0
Principal Planner	1.0	1.0	1.0
Senior Planner	2.0	2.0	2.0
Student Aide	0.4	0.4	-
Systems & Administrative Manager	-	1.0	-
<b>Total Budgeted Staffing</b>	<b>22.4</b>	<b>21.4</b>	<b>17.0</b>

## Total Planning Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 2,579,086	\$ 2,375,363	\$ 2,237,454	\$ 2,150,036
Maintenance and Operations	\$ 546,022	\$ 492,954	\$ 679,233	\$ 245,272
Capital Equipment	\$ 982	\$ 2,153	\$ 2,000	\$ 2,000
CDBG Fund	\$ 134,720	\$ 123,181	\$ 136,927	\$ 122,733
Total	\$ 3,260,810	\$ 2,993,651	\$ 3,055,613	\$ 2,520,041



## Systems and Administration Division

### Core Functions:

- Continued integration and leveraging of technology to streamline and automate daily operations to better serve internal and external customers.
- Prepare, facilitate, and monitor the annual operating budget which includes: contracts and agreements, revenue and fee analysis, developer deposit accounts and all other department expenditures.
- Provide departmental and divisional administrative support services to ensure consistency of standard operating procedures and to avoid duplication of efforts.
- Continue the ongoing electronic archiving of documents to reduce staff research time and to expedite departmental and Public Records Act requests.
- Maintain the Department's Geographic Information System (GIS) and utilize this software to perform spatial analysis on a variety of land use issues.
- Track permit and activity data to measure service and performance indicators for each division.
- Maintain the Department's website.
- Ensure that the preparation and posting of public notices, meeting agendas, and minutes for the Planning Commission, Zoning Administrator, Hearing Officer, Citizen Advisory Panels, and the Building and Fire Board of Appeals are in compliance with the Brown Act.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Analyst	-	1.0	1.0
Community Development Director	-	1.0	1.0
Student Aide	1.06	1.06	1.06
Systems & Administrative Manager	-	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>1.06</b>	<b>4.06</b>	<b>4.06</b>

### Total Department Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated*	2012-13 Proposed
Salaries and Benefits	\$ -	\$ -	\$ 488,181	\$ 552,845
Maintenance and Operations	\$ -	\$ -	\$ 136,032	\$ 162,141
Capital Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 624,213</b>	<b>\$ 714,986</b>

\*CDD Admin was a new division created in FY 2011-12.

# Municipal Operations Department

## Mission Statement

To provide clean, safe, and responsive utility and infrastructure maintenance services to the community of Newport Beach.

## Department Overview

Responsible for providing water service, wastewater collection, oil and gas production, electrical services, streetlight services, refuse collection, park and tree maintenance, storm drain, facilities and beach maintenance, street and sidewalk maintenance, vehicle and equipment maintenance, and administrative support.

## Key Department Programs

- Administration
- Electrical
- Equipment Maintenance
- Field Maintenance
- Oil & Gas
- Operations Support
- Parks & Trees
- Refuse
- Water
- Wastewater

The department is divided into ten functional divisions that are responsible for administrative support, customer service, and regulatory compliance; electrical maintenance of pump stations, control systems, and street lighting; residential refuse collection and recycling; safe operation and maintenance of oil and natural gas production; maintenance of the City's urban forest, parks and landscaped areas; delivery of safe drinking water; street sweeping and maintenance of storm drains, tide valves, beaches, traffic signs, and public facilities; safe collection and delivery of wastewater for treatment; management and replacement of the City fleet of vehicles and equipment; and improvement of public streets and sidewalks.

## Goals

- Build on previous successful efforts to reduce costs while maintaining excellent levels of service.
- Move forward with the purchase of alternative fuel replacements for fleet vehicles.
- Reduce the volume and duration of streetlight outages through an improved maintenance program.
- Evaluate the impact of reduced staff positions on internal services
- Meet current and future needs for infrastructure, services, and resources for citizens and visitors through contract management
- Provide the City a safe, reliable, and cost-competitive water supply.

- Operate and maintain the City's water, wastewater, oil and gas, and street lighting systems in an efficient and innovative manner.
- Provide outstanding customer service and education to the public, other departments, and agencies.
- Encourage continuous employee assessment and development programs.
- Facilitate the flow of information by maintaining a records management system.

**Total Municipal Operations Department Costs:**

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
<b>General Fund</b>				
Salaries and Benefits	\$ 10,743,294	\$ 9,786,393	\$ 9,500,928	\$ 9,689,856
Maintenance and Operations	\$ 12,558,871	\$ 12,173,866	\$ 13,660,394	\$ 13,776,933
Capital Outlay	\$ 17,778	\$ 4,520	\$ 25,150	\$ 21,500
General Fund Total	\$ 23,319,944	\$ 21,964,779	\$ 23,186,472	\$ 23,488,289
<b>Water Fund</b>				
Salaries and Benefits	\$ 3,824,526	\$ 3,753,693	\$ 4,117,707	\$ 3,681,766
Maintenance and Operations	\$ 13,057,511	\$ 13,341,846	\$ 15,255,012	\$ 14,497,469
Capital Outlay	\$ 31,069	\$ 10,546	\$ 21,000	\$ 21,000
Water Fund Total	\$ 16,913,107	\$ 17,106,085	\$ 19,393,719	\$ 18,200,235
<b>Wastewater Fund</b>				
Salaries and Benefits	\$ 1,506,063	\$ 1,418,968	\$ 1,573,152	\$ 1,566,059
Maintenance and Operations	\$ 1,195,846	\$ 1,170,423	\$ 1,492,941	\$ 1,393,509
Capital Outlay	\$ 9,767	\$ 4,562	\$ 36,000	\$ 36,000
Wastewater Fund Total	\$ 2,711,676	\$ 2,593,954	\$ 3,102,093	\$ 2,995,568
<b>Tidelands Fund</b>				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	\$ 711,311	\$ 675,403	\$ 995,329	\$ 802,460
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Tidelands Fund Total	\$ 711,311	\$ 675,403	\$ 995,329	\$ 802,460
Operations - All Funds	\$ 43,656,038	\$ 42,340,220	\$ 46,677,613	\$ 45,486,552
<b>Internal Service Fund</b>				
Equipment Fund	\$ 3,604,978	\$ 2,008,272	\$ 2,116,065	\$ 1,902,343
<b>Capital Improvement Projects (CIP)</b>				
Water	\$ 1,807,575	\$ 1,563,954	\$ 5,784,710	\$ 9,680,200
Wastewater	\$ 489,526	\$ 2,949,380	\$ 951,500	\$ 686,900
CIP Total	\$ 2,297,102	\$ 4,513,334	\$ 6,736,210	\$ 10,367,100
Total	\$ 49,558,117	\$ 48,861,827	\$ 55,529,888	\$ 57,755,994

Workload Indicators	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
Beach Debris Collected (tons)	1,853	1,076	1,100	1,400
Curb & Gutter Replacement (linear feet)	2,879	2,708	2,000	2,400
Gas Produced for Sale (MCF)	14,279	15,732	14,455	14,400
Graffiti Incidents	2,769	857	1,050	1,200
Landscaped Acres Maintained	621	640	641	698
Oil Produced for Sale (barrels)	27,280	26,876	26,900	26,900
Parks Maintained	56	57	57	57
Pipe Cleaned (miles)	200	258	260	260
Pipe Video Inspected (miles)	27	25	27	27
Reclaimed Water Used (acre feet)	367	338	430	450
Residential Refuse Collected (tons)	33,851	33,800	33,600	34,000
Sidewalk Repair (square feet)	49,540	39,972	32,000	36,000
Street & Pavement Marking (linear feet)	33,915	453,863	310,000	300,000
Street Sweeping (cubic yards)	6,225	6,001	6,400	6,200
Street Light Service Requests	525	591	486	500
Trees Planted	142	127	171	393 *
Trees Removed	125	144	326 **	140
Trees Trimmed	9,500	10,035	13,200	12,500
Wastewater Repairs	53	96	100	100
Wastewater Services Requests	395	298	300	300
Water Main Breaks	13	22	18	18
Water Purchased/Produced (acre feet)	16,012	15,427	16,150	16,400
Water Service Requests	1,775	2,196	2,164	2,284
MCF = 1,000 cubic feet = 7,481 gallons Acre foot = 325,850 gallons				
* Includes Civic Center				
** Includes Blue Gum Eucalyptus				

## Programs

### Administration

Intended Outcome: Administrative support, customer service, and regulatory compliance

#### Core Functions:

- Provide administrative support for department staff
- Manage contracts

#### Work Plan

- Consolidate staff to one physical location and reduce the volume of paper records in favor of electronic records.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Analyst	1.0	-	-
Administrative Assistant	1.0	1.0	1.0
Administrative Manager	-	0.5	0.5
Department Assistant	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0
MOD Director	1.0	0.5	0.5
Management Assistant	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>6.0</b>	<b>5.0</b>	<b>5.0</b>

Total Administration Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 782,021	\$ 681,436	\$ 665,740	\$ 688,685
Maintenance and Operations	\$ 84,723	\$ 59,032	\$ 126,120	\$ 172,572
Capital Equipment	\$ 1,500	\$ 161	\$ 2,500	\$ 2,500
<b>Total</b>	<b>\$ 868,244</b>	<b>\$ 740,629</b>	<b>\$ 794,360</b>	<b>\$ 863,757</b>

***Electrical***

Intended Outcome: Electrical maintenance of pump stations, control systems, and street and outdoor lighting

Core Functions:

- Provide electrical maintenance services for water/wastewater systems, streetlights and city facilities

Total Electrical Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12* Estimated	2012-13 Proposed
Salaries and Benefits	\$ 460,636	\$ 377,330	\$ -	\$ -
Maintenance and Operations	\$ 694,614	\$ 792,740	\$ 792,806	\$ 842,463
Capital Equipment	\$ 3,745	\$ -	\$ 3,650	\$ -
<b>Total</b>	<b>\$ 1,158,994</b>	<b>\$ 1,170,070</b>	<b>\$ 796,456</b>	<b>\$ 842,463</b>

\*Personnel costs transferred to other divisions in FY 2011-12. This division no longer had staff associated with it after July 2011.

## Equipment Maintenance

Intended Outcome: Maintenance, repair, and replacement of the City fleet of vehicles and equipment

### Core Functions:

- Vehicle Maintenance and Repair
- Vehicle Specifications, purchase and salvage

### Work Plan

- Reduce the size of the vehicle fleet and introduce alternative fuel-powered vehicles for replacements.



### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Automotive Parts Buyer	1.0	1.0	1.0
Automotive Stock Clerk	1.0	1.0	-
Equipment Mechanic I	3.0	1.0	1.0
Equipment Mechanic II	4.0	6.0	5.0
Equipment Maintenance Superintendent	1.0	1.0	1.0
Equipment Maintenance Supervisor	1.0	1.0	1.0
Fiscal Clerk	1.0	1.0	-
Inventory Assistant	-	-	1.0
Maintenance Aide	0.75	0.75	0.75
Senior Equipment Mechanic	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>13.75</b>	<b>13.75</b>	<b>11.75</b>

### Total Equipment Maintenance Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,459,423	\$ 1,366,397	\$ 1,392,990	\$ 1,234,626
Maintenance and Operations	\$ 692,257	\$ 638,163	\$ 709,575	\$ 654,217
Capital Equipment	\$ 1,453,298	\$ 3,713	\$ 13,500	\$ 13,500
<b>Total</b>	<b>\$ 3,604,978</b>	<b>\$ 2,008,272</b>	<b>\$ 2,116,065</b>	<b>\$ 1,902,343</b>



## Field Maintenance

Intended Outcome: Maintenance and repair of public streets and sidewalks

Core Functions:

- Inspect and repair asphalt and concrete surfaces including roadways, sidewalks, curbs and gutters

Work Plan

- Continue to maintain the streets and sidewalks to allow for safe travel throughout the city.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Concrete Finisher	2.0	2.0	2.0
Concrete Maintenance Crew Chief	1.0	1.0	1.0
Concrete Supervisor	1.0	1.0	1.0
Equipment Operator I	3.0	2.0	2.0
Equipment Operator II	5.0	5.0	5.0
Field Maintenance Superintendent	1.0	1.0	1.0
Maintenance Worker I	1.0	1.0	1.0
Maintenance Worker II	5.0	5.0	5.0
Street Maintenance Crew Chief	1.0	1.0	1.0
Street Maintenance Supervisor	1.0	1.0	1.0
Temporary Labor	0.75	0.75	0.75
Traffic Painter	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>22.75</b>	<b>21.75</b>	<b>21.75</b>

Total Field Maintenance Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 2,232,048	\$ 2,147,102	\$ 2,188,570	\$ 2,231,747
Maintenance and Operations	\$ 1,334,773	\$ 1,128,760	\$ 1,263,475	\$ 1,212,509
Capital Equipment	\$ 614	\$ -	\$ 2,000	\$ 2,000
<b>Total</b>	<b>\$ 3,567,436</b>	<b>\$ 3,275,862</b>	<b>\$ 3,454,045</b>	<b>\$ 3,446,256</b>

## Oil & Gas

Intended Outcome: Safe operation and maintenance of oil and natural gas production

Core Functions:

- Ensure the safe operation and economic stability of the City's oil field

Work Plan

- Study the oil field operations and potential reserves in order to increase oil production and improve long-term revenue.

Total Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -
Maintenance and Operations	\$ 711,311	\$ 675,403	\$ 995,329	\$ 802,460
Capital Equipment	\$ -	\$ -	\$ -	\$ -
Total	\$ 711,311	\$ 675,403	\$ 995,329	\$ 802,460

## Operations Support

Intended Outcome: Clean streets, beaches and other public facilities.

Core Functions:

- Facilities Maintenance
- Storm Drain and Tide Valve Operation and Maintenance
- Street Sweeping
- Beach Maintenance
- Graffiti Abatement

Work Plan

- Continue to consolidate maintenance responsibility for City facilities and upgrade select tide valves for remote operation.



Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Beach Maintenance Supervisor	1.0	1.0	1.0
Carpenter	2.0	-	-
Electrician	-	1.0	1.0
Equipment Operator I	1.0	1.0	1.0
Equipment Operator II	6.0	6.0	6.0
Facilities Maintenance Crew Chief	1.0	1.0	1.0
Facilities Maintenance Tech	-	4.0	4.0
Facilities Maintenance Worker II	3.0	-	-
Maintenance Worker I	4.0	4.0	4.0
Maintenance Worker II	3.0	3.0	3.0
Operations Support Superintendent	1.0	1.0	1.0
Sign & Paint Shop Technician	2.0	-	-
Storm Drain/Street Sweeping Crew Chief	1.0	1.0	1.0
Storm Drain/Street Sweeping Supervisor	1.0	1.0	1.0
Temporary Labor	1.5	2.0	2.0
<b>Total Budgeted Staffing</b>	<b>27.5</b>	<b>26.0</b>	<b>26.0</b>

Total Operations Support Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 2,958,436	\$ 2,639,056	\$ 2,652,035	\$ 2,730,382
Maintenance and Operations	\$ 2,676,866	\$ 2,767,625	\$ 3,190,224	\$ 3,318,177
Capital Equipment	\$ 10,133	\$ 3,066	\$ 14,000	\$ 14,000
<b>Total</b>	<b>\$ 5,645,436</b>	<b>\$ 5,409,748</b>	<b>\$ 5,856,260</b>	<b>\$ 6,062,559</b>

## Parks & Trees

Intended Outcome: Maintenance of the City's urban forest, parks and landscaped areas

Core Functions:

- Parks, Trees and Median Maintenance

Work Plan

- Secure new landscape maintenance contracts, reduce the backlog for the replacement of street trees and continue to incorporate drought-tolerant plant material into landscape designs.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Groundswoker I	5.0	4.0	3.0
Groundswoker II	3.0	3.0	3.0
Irrigation Specialist	1.0	1.0	1.0
Parks & Trees Superintendent	1.0	1.0	1.0
Park Maintenance Crew Chief	2.0	3.0	3.0
Park Maintenance Supervisor	2.0	2.0	2.0
Pest Control Technician	1.0	-	-
Urban Forester	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>16.0</b>	<b>15.0</b>	<b>14.0</b>



Total Parks & Trees Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,737,239	\$ 1,496,212	\$ 1,560,944	\$ 1,533,324
Maintenance and Operations	\$ 4,753,343	\$ 4,200,675	\$ 4,924,365	\$ 4,876,627
Capital Equipment	\$ 1,787	\$ 1,293	\$ 3,000	\$ 3,000
<b>Total</b>	<b>\$ 6,492,369</b>	<b>\$ 5,698,180</b>	<b>\$ 6,488,309</b>	<b>\$ 6,412,951</b>

## Refuse

Intended Outcome: Providing residential refuse collection and recycling

### Core Functions:

- Collection and Transfer of Residential Waste Stream
- Management of the Commercial Franchise Program and Newport Coast Residential Contract
- Compliance with State Diversion Mandate

### Work Plan

- Continue to provide a high level of service while a consultant evaluates the efficiency of City-provided residential refuse collection



### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Refuse Superintendent	1.0	1.0	1.0
Refuse Supervisor	1.0	1.0	1.0
Refuse Worker I	8.0	8.0	8.0
Refuse Worker II	14.0	14.0	14.0
Transfer Station Crew Chief	1.0	-	-
<b>Total Budgeted Staffing</b>	<b>25.0</b>	<b>24.0</b>	<b>24.0</b>

### Total Refuse Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 2,572,914	\$ 2,445,256	\$ 2,433,639	\$ 2,505,717
Maintenance and Operations	\$ 3,014,551	\$ 3,225,033	\$ 3,322,313	\$ 3,354,587
Capital Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 5,587,465</b>	<b>\$ 5,670,290</b>	<b>\$ 5,755,951</b>	<b>\$ 5,860,304</b>

## Water

Intended Outcome: Water use efficiency

Core Functions:

- Provide safe, cost-competitive drinking water for the community
- Maintain water transmission system
- Comply with State water requirements

Work Plan

- Reduction of water use through programs and groundwater pumping

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Analyst	1.0	-	-
Administrative Assistant	1.0	1.0	1.0
Administrative Manager	-	0.5	0.5
Department Assistant	1.0	1.0	1.0
Deputy Utilities Director	1.0	-	-
Electrician	0.75	2.0	1.0
Engineering Technician	1.0	1.0	0.5
Field Superintendent I	-	-	2.0
Field Superintendent II	-	-	1.0
MOD Director	-	0.5	0.5
Junior Civil Engineer	1.0	1.0	-
Management Assistant	-	1.0	1.0
Office Assistant Part-time	0.5	0.5	-
Senior Utilities Specialist	4.0	5.0	5.0
Utilities Crew Chief	5.0	5.0	5.0
Utilities Director	1.0	-	-
Utilities Equipment Specialist	1.0	-	-
Utilities General Manager	-	1.0	1.0
Utilities Safety Officer	1.0	1.0	-
Utilities SCADA Coordinator	1.0	1.0	1.0
Utilities Specialist	10.0	10.0	8.0
Utilities Supervisor	2.0	2.0	-
Water Conservation Coordinator	1.0	-	-
Water Production Operator	3.0	3.0	3.0
Water Production Supervisor	1.0	1.0	-
Water Quality Coordinator	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>37.25</b>	<b>38.50</b>	<b>32.50</b>

Total Water Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 3,824,526	\$ 3,753,693	\$ 4,117,707	\$ 3,681,766
Maintenance and Operations	\$ 13,057,511	\$ 13,341,846	\$ 15,255,012	\$ 14,497,469
Capital Equipment	\$ 31,069	\$ 10,546	\$ 21,000	\$ 21,000
CIP	\$ 1,807,575	\$ 1,563,954	\$ 5,784,710	\$ 9,553,966
<b>Total</b>	<b>\$ 18,720,682</b>	<b>\$ 18,670,039</b>	<b>\$ 25,178,429</b>	<b>\$ 27,754,201</b>



## Wastewater

Intended Outcome: Protection of bay and ocean water quality

Core Functions:

- Provide safe collection and delivery of wastewater for treatment

Work Plan

- Proactive preventive maintenance of our collection system and pump stations to minimize spills

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Electrician	0.25	-	1.0
Field Superintendent I	-	-	1.0
Senior Equipment Mechanic	1.0	1.0	1.0
Senior Utilities Specialist	2.0	2.0	2.0
Utilities Crew Chief	3.0	4.0	4.0
Utilities Operations Manager	1.0	1.0	-
Utilities SCADA Technician	1.0	1.0	1.0
Utilities Specialist	5.0	5.0	5.0
Utilities Supervisor	1.0	1.0	-
Utilities Video Technician	1.0	-	-
<b>Total Budgeted Staffing</b>	<b>15.25</b>	<b>15.0</b>	<b>15.0</b>

Total Wastewater Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,506,063	\$ 1,418,968	\$ 1,573,152	\$ 1,566,059
Maintenance and Operations	\$ 1,195,846	\$ 1,170,423	\$ 1,492,941	\$ 1,393,509
Capital Equipment	\$ 9,767	\$ 4,562	\$ 36,000	\$ 36,000
CIP	\$ 489,526	\$ 2,949,380	\$ 951,500	\$ 686,900
<b>Total</b>	<b>\$ 3,201,202</b>	<b>\$ 5,543,334</b>	<b>\$ 4,053,593</b>	<b>\$ 3,682,468</b>



# Public Works

## Mission Statement

Protecting and providing quality public improvements and services

## Department Overview

The City of Newport Beach is committed to maintaining a high quality of life by providing essential infrastructure and public facilities. The Department of Public Works is responsible for managing a comprehensive and ambitious improvement program designed to meet the current and future needs of the community and to protect the City's physical and natural assets. Capital projects include improvements to the City's roads, intersections, bridges, sidewalks, storm drains, traffic signals, water quality and environmental features, piers, water and sewer systems, street lighting, public buildings and parks.

Another core service area focuses on the use of engineering expertise to solve problems and to promote a safe and efficient transportation system. Public Works adds quality and safety to our lives through the use of engineered controls and measures such as traffic signals, signage and pavement maintenance.

Public Works also protects public property through encroachment permits, ensures the safety of utility company activities, private construction and special events in the public right-of-way, and reviews plans for residential and commercial development as they relate to the public right-of-way.

## Key Department Programs

- Capital Improvement Program Delivery
- Harbor Resources
- Water Quality and Environmental Programs
- Transportation and Development Services
- Administration

## Goals

- Continuously improve our project delivery capability and use of project management tools to assure we are optimally organized, have the most efficient processes and have the right core competencies to deliver the highest quality improvements and services on time and on budget.
- Foster a team environment to collaborate with external partners and internal City Council and employees to increase effectiveness and productivity.
- Demonstrate extraordinary care for our people, assuring that we recruit, develop and retain the best possible team members for Public Works.
- Provide effective internal and external communications through various means to share knowledge and ideas and to disseminate important information to all partners and stakeholders.

Workload Indicators	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
CIP funds managed*	\$48,403,166	\$45,792,043	\$57,497,180	\$51,512,768
CIP projects completed within two months of baseline schedule-target 85%	89%	92%	87%	85%
CIP projects completed within awarded contract value, plus 10% contingency-target 90%	75%	90%	87%	90%
Plan checks completed within target date	93%	95%	95%	95%
Total full-time department personnel**	32	37	34	36
* Does not include assessment district project funds nor encumbered funds for work in progress nor approximately \$105 million construction budget for Newport Beach Civic Center and Park; actual data reflects amounts expended including assessment district project expenses and capital budget expenses approved mid-year.				
** Public Works acquired staff from Water Quality and Harbor Resources as part of the FY11 restructuring process. Staffing was reduced in FY12. The addition of a Facilities and Energy Manager and the transfer of a Junior Civil Engineer from Municipal Operations Department is proposed for FY13.				

### Total Public Works Department Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated*	2012-13 Proposed
Salaries and Benefits	\$ 4,679,009	\$ 4,685,905	\$ 4,980,141	\$ 5,494,078
Maintenance and Operations	\$ 955,972	\$ 877,927	\$ 2,931,374	\$ 2,488,881
Capital Equipment	\$ 11,101	\$ 9,950	\$ 37,435	\$ 25,950
Total	\$ 5,646,082	\$ 5,573,782	\$ 7,948,951	\$ 8,008,910

\*Water Quality & Harbor Resources were transferred to Public Works in FY 2011-12.

# Programs

## Capital Improvement Program Delivery

**Intended Outcome:** Manage the construction and administration of all Capital Improvements Program (CIP) projects.

### Core Functions:

- Feasibility studies, planning, permitting, master plans
- Right-of-way acquisition and management
- Utilities coordination
- Engineering design
- Project management
- Construction management
- Public right-of-way inspection
- Community outreach and education
- Utility undergrounding district administration and coordination
- Neighborhood Revitalization Committee staffing
- Tidelands Management Committee staffing

### Work Plan:

- Oversee project and construction management of scheduled Capital Improvement Program projects including Council priorities such as the Civic Center and Park, Marina Park, Sunset Ridge Park, Traffic Signal Modernization, pavement condition improvements and Harbor and Tidelands improvements.
- Complete the widening of Jamboree Road bridge over SR 73 and improvements to Jamboree Road at the intersection of MacArthur Boulevard between Bristol North and Fairchild Road and Jamboree Road between MacArthur Boulevard and Campus Drive.
- Continue with project development and implementation of Council Goals associated with the revitalization of various areas of the City including the current City Hall site, Lido Marina Village, Balboa Village, Balboa Boulevard, West Newport Beach/Coast Highway, Bristol Street/Santa Ana Heights and the west entry to Corona del Mar.
- Continue efforts to update infrastructure master plans to reflect the community's goals of quality public infrastructure that are sustainable into the future with emphasis on facilities, transportation, environmental and water quality and tidelands.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Assistant City Engineer	2.0	2.0	1.0
Assoc 5% Civil Engineer	2.0	2.0	2.0
Associate Civil Engineer	1.0	1.0	1.0
Construction Inspection Supervisor	1.0	1.0	1.0
Contract Civil Engineer	0.26	0.26	0.26
Deputy Public Works Director/City Engineer	1.0	1.0	1.0
Facilities Manager	-	-	1.0
Junior 5% Civil Engineer	1.0	1.0	1.0
Principal Civil Engineer	1.0	1.0	1.0
Public Works Inspector II	1.0	-	-
Public Works Technical Aide	0.85	0.85	0.85
Senior Civil Engineer	3.0	3.0	3.0
Senior Engineering Technician	1.0	-	-
Senior Public Works Inspector	2.0	2.0	2.0
<b>Total Budgeted Staffing</b>	<b>17.11</b>	<b>15.11</b>	<b>15.11</b>

Total Capital Improvement Program Delivery Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 2,523,878	\$ 2,483,778	\$ 2,313,917	\$ 2,304,905
Maintenance and Operations	\$ 277,094	\$ 290,468	\$ 491,466	\$ 439,755
Capital Equipment	\$ 9,429	\$ 9,625	\$ 19,200	\$ 8,200
Total	\$ 2,810,401	\$ 2,783,872	\$ 2,824,582	\$ 2,752,860

**Harbor Resources**

Intended Outcome: Protect and improve the resources of Newport Harbor and Upper Newport Bay for life, recreation and commerce.

Core Functions:

- Permit issuance and administration for pier, marina and mooring operations
- Coordination and execution of harbor dredging
- Water quality improvement
- Regulatory compliance
- Harbor Commission and Tidelands Management Committee support
- Balboa Yacht Basin property management
- Studies, planning, permitting and long term capital facilities
- Beach sand replenishment projects
- Interagency coordination and planning

Work Plan:

- Continue efforts to update the City's harbor fees and pursue other funding opportunities for harbor related projects and amenities.
- Carry out capital project priorities in the harbor area such as dredging the Lower Bay and Semeniuk Slough and bulkhead and seawall repairs.
- Ensure current and future projects address and account for possible sea level changes that may affect public and private properties.
- Initiate a comprehensive management, governance and investment strategy for all tidelands, including dredging, beach replenishment, long-term capital plan, sea level rise, oil and gas and water quality master plan.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Harbor Resources Manager	1.0	1.0	1.0
Harbor Resources Supervisor	1.0	1.0	1.0
Harbor Resources Technician II	1.0	1.0	1.0
Special Projects Consultant	0.17	-	-
<b>Total Budgeted Staffing</b>	<b>3.17</b>	<b>3.0</b>	<b>3.0</b>

### Total Harbor Resources Management Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ -	\$ -	\$ 418,559	\$ 433,321
Maintenance and Operations	\$ -	\$ -	\$ 1,383,519	\$ 1,236,958
Capital Equipment	\$ -	\$ -	\$ 12,000	\$ 12,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,814,079</b>	<b>\$ 1,682,279</b>

## ***Water Quality and Environmental Programs***

Intended Outcome: Ensure that the citizens and guests of Newport Beach enjoy the best environmental standard of living possible by planning and engineering protections and implementing clean water requirements for Newport Bay, the ocean shoreline and other sensitive areas.

### Core Functions:

- Community education and promotion of best management practices
- Management and enforcement of local, state and federal laws, policies and regulations
- Environmental programming and capital planning including the pursuit of funding opportunities and collaborative public / private partnerships.
- Participate in regional planning and coordination with the community, other public agencies, regulatory agencies, and various environmental stakeholders
- Coastal and Bay Water Quality Committee staffing

### Work Plan:

- Complete several water quality improvement projects in the Newport Coast Areas of Special of Biological Significance and Big Canyon Wash restoration areas.
- Pursue Measure M2 funding to construct various catch basin filters and water quality filtration units citywide.
- Continued coordination with regional watershed stakeholders and the Regional Water Quality Board to develop sustainable water quality strategies with achievable goals given the current economic environment.
- Encourage water conservation.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Assistant City Engineer	-	-	1.0
Code & Water Quality Enforcement Division Manager	1.0	1.0	1.0
Water Conservation Coordinator	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>

Total Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated*	2012-13 Proposed
Salaries and Benefits	\$ -	\$ -	\$ 274,440	\$ 477,870
Maintenance and Operations	\$ -	\$ -	\$ 56,508	\$ 88,911
Capital Equipment	\$ -	\$ -	\$ 2,000	\$ 1,500
Total	\$ -	\$ -	\$ 332,948	\$ 568,281

\* This is a new division in Public Works effective FY 2011-12.

### ***Transportation and Development Services***

Intended Outcome: Promote a safe, efficient and effective transportation system for various roadway uses and protect interests in the public right-of-way.

Core Functions:

- Traffic engineering, traffic studies, and transportation planning
- Traffic signal system operations, coordination and maintenance
- Neighborhood traffic calming
- Bicycle Safety Committee staffing
- Special event support and coordination
- Plan check services
- Subdivision engineering
- Land use coordination
- Planning Commission support staffing
- Surveying and mapping
- Encroachment permits and temporary street closures

Work Plan:

- Continue processing the transportation planning and associated environmental processes for private developments including the Banning Ranch property.
- Continue implementing traffic management plan to improve traffic flows and reduce congestion with Phase 6 of the Traffic Signal Modernization Program addressing San Joaquin Hills Road and Newport Coast Drive
- Review, manage and implement traffic, bicycle and pedestrian safety and operation improvements.
- Continue efforts to process the transportation planning and associated environmental processes for the Irvine Company's North Newport Center project.

# Programs

## Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Assoc 5% Civil Engineer	2.0	2.0	2.0
City Traffic Engineer	1.0	1.0	1.0
Junior Civil Engineer	1.0	1.0	2.0
Senior Civil Engineer	2.0	2.0	2.0
Senior Traffic Engineering Technician	1.0	1.0	1.0
Student Aide	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>8.0</b>	<b>8.0</b>	<b>9.0</b>

## Total Transportation and Development Services Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,082,891	\$ 1,100,908	\$ 1,116,010	\$ 1,270,166
Maintenance and Operations	\$ 599,142	\$ 494,308	\$ 788,748	\$ 540,725
Capital Equipment	\$ 1,073	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 1,683,106</b>	<b>\$ 1,595,216</b>	<b>\$ 1,904,758</b>	<b>\$ 1,810,891</b>

## ***Administration***

Intended Outcome: Lead and support department's organizational development and strategic planning and provide administrative support for Public Works divisions.

### Core Functions:

- Implementation of City Council and management directives and policies
- Budget development and administration
- CIP management
- Contracts and grants administration
- Customer service and communications
- Permit issuance
- Office management

### Work Plan:

- Guide citywide plans and preparations for move to new Civic Center.
- Coordinate infrastructure management priorities, including updates to the Major Facilities Financing Plan.
- Facilitate restructure of department staffing and management to improve efficiencies and manage resource allocation of budget, staffing and contractual services.



Core Functions (continued):

- Records and GIS management
- Team development and guidance
- Strategic planning
- Special projects management

Work Plan (continued):

- Provide quarterly reports to City Council on performance measurements and project priorities.
- Enhance customer service and communications through improved information access, friendly service and prompt professional responses.
- Continue movement to electronic records to improve efficiency and enable improved access to information for accountability and transparency.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Analyst	-	-	1.0
City Surveyor	1.0	1.0	1.0
Engineering Technician	1.0	1.0	1.0
GIS Analyst	1.0	-	-
Management Assistant	1.0	1.0	1.0
Office Assistant Part-time	0.47	0.47	0.47
Public Works Director	1.0	1.0	1.0
Public Works Specialist	3.0	2.0	1.0
PW Finance/Admin Manager	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>9.47</b>	<b>7.47</b>	<b>7.47</b>

Total Administration Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 1,072,241	\$ 1,101,219	\$ 857,216	\$ 1,007,815
Maintenance and Operations	\$ 79,736	\$ 93,150	\$ 211,133	\$ 182,534
Capital Equipment	\$ 599	\$ 325	\$ 4,235	\$ 4,250
<b>Total</b>	<b>\$ 1,152,576</b>	<b>\$ 1,194,694</b>	<b>\$ 1,072,584</b>	<b>\$ 1,194,599</b>

# Library Services

## Mission Statement

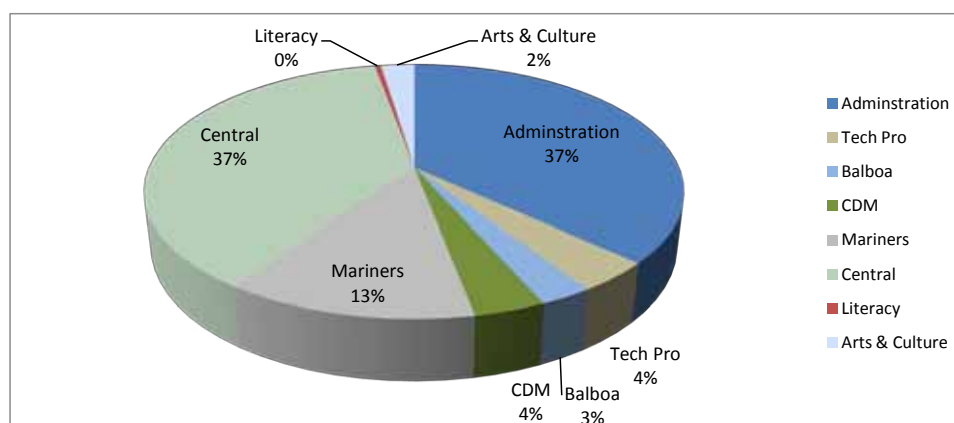
To serve as the cultural, educational and informational heart of the City.

## Department Overview

The Library is a valuable resource which offers a diverse range of materials, information and special programs for every age group in our community. Over one million people each year come into the libraries and many more use the online resources from their home, office or school.

## Key Department Programs

- Public Services
  - Central Library
  - Donna & John Crean Mariners Branch Library
  - Corona del Mar Branch Library
  - Balboa Branch Library
- Library Administration
  - Technical Processing
  - Literacy Services
  - Arts and Cultural Services



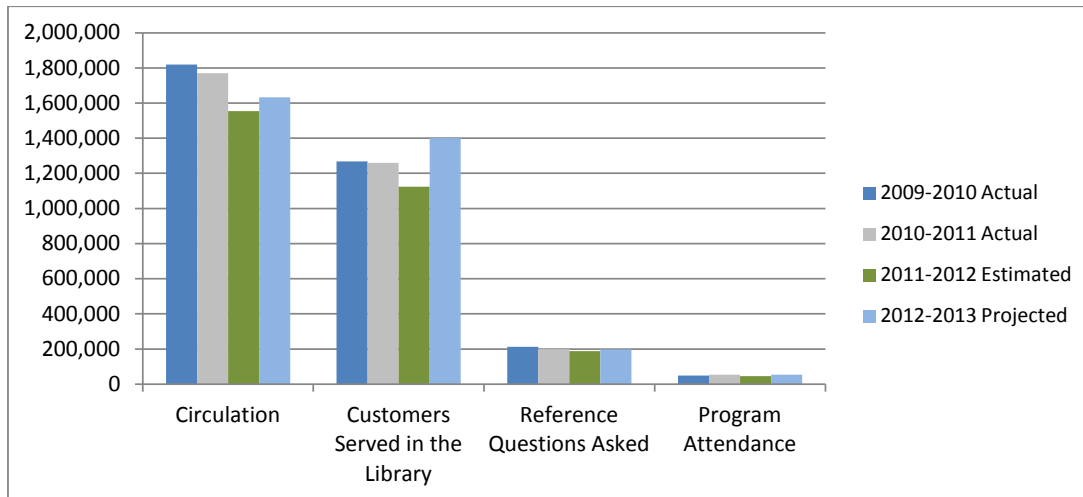
## Goals

- Provide current materials and information that meet the varying needs of the community
- Deliver quality service to customers by providing accurate answers, quick responses and assistance
- Provide programs for audiences of all ages
- Provide literacy services to adults
- Support arts and cultural events and programming

Workload Indicators	2009-10 Actual	2010-11 Actual	2011-12 Estimated *	2012-13 Projected **
Circulation	1,819,122	1,770,683	1,554,584	1,632,313
Customers Served in the Library	1,268,585	1,258,902	1,123,508	1,399,908
Reference Questions Asked	211,742	199,880	188,127	197,533
Program Attendance	48,606	53,534	45,449	53,485

\* Construction at the Central Library caused a drop in use during FY 2011-12.

\*\* New Central Library addition and Civic Center complex is projected to increase Library use beginning in FY 2012-13.



#### Total Library Department Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 4,871,732	\$ 4,850,964	\$ 4,638,977	\$ 4,760,157
Maintenance and Operations	\$ 1,386,548	\$ 1,433,403	\$ 2,301,959	\$ 1,835,479
Capital Equipment	\$ 93,607	\$ 8,267	\$ 2,000	\$ 14,000
Subtotal	\$ 6,351,887	\$ 6,292,634	\$ 6,942,936	\$ 6,609,635
Expenditures funded through donations*	\$ 176,425	\$ 289,154	\$ 683,565	\$ -
Total	\$ 6,528,312	\$ 6,581,788	\$ 7,626,501	\$ 6,609,635

\*Community donations are used to enhance Library programs and services and are not considered when establishing the City's operating budget.

# Programs

## Public Service

**Intended Outcome:** To provide a range a materials, information and programs to meet the needs of customers of all ages.

### Core Functions:

- Serve customers at all locations
- Circulate books, magazines, movies and audio recordings to customers of all ages
- Answer questions and assist customers in person, by phone and via email
- Provide library services 24/7 through accessible information databases, eBooks, online renewals and reserves
- Provide technology training and assistance to customers
- Plan and host programs for children, teens and adults throughout the year

### Work Plan

- This year the Library will be moving into new space at the Central Library arranged to give customers room for reading, studying and working on laptop and tablet computers.
- The Library will initiate a realignment of the service desks to facilitate customer service.
- The Library will convert to Radio Frequency Identification Technology to streamline circulation processes and to improve security and inventory control.
- The Library will create a high-tech computer lab for customers.
- Staff will review the arrangement and placement of library materials at each location to highlight popular collections.
- Staff continues to evaluate collections and services that best fill the needs of customers at each individual location.

### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Librarian I	6.0	6.0	6.0
Librarian I Part-time	2.41	-	-
Librarian II	7.0	6.0	6.0
Librarian III	1.0	1.0	1.0
Library Assistant	6.0	6.0	5.0
Library Assistant Part-time	2.37	2.37	3.33
Library Clerk I	4.0	4.0	4.0
Library Clerk I Part-time	8.85	8.65	8.69
Library Clerk II	3.0	3.0	4.0
Library Page Part-time	9.46	7.9	7.9
Senior Library Clerk	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>51.09</b>	<b>45.92</b>	<b>46.92</b>

### Total Public Service Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 3,252,686	\$ 3,252,685	\$ 3,218,668	\$ 3,382,981
Maintenance and Operations	\$ 405,235	\$ 405,235	\$ 509,263	\$ 703,499
Capital Equipment	\$ -	\$ -	\$ -	\$ 12,000
<b>Total</b>	<b>\$ 3,657,921</b>	<b>\$ 3,657,920</b>	<b>\$ 3,727,931</b>	<b>\$ 4,098,480</b>

## Library Administration

**Intended Outcome:** To manage the successful operations of the Library system allowing the public service staff to focus on meeting the day to day needs of customers.

### Core Functions:

- Provide support to the public, the Library Board of Trustees, the Arts Commission, Friends of the Library and the Library Foundation.
- Provide support in the areas of personnel, record keeping and marketing.
- Oversee the maintenance of the Library facilities.
- Monitor the budget and financial planning and expenditures.

### Work Plan

- Monitor IT system performance to ensure a high level of customer satisfaction.
- Assist the support groups in establishing their prominence and name recognition at the second entrance to the Library.
- Schedule staff to effectively work with the realignment of the service desks.
- Provide quarterly and annual reports for the State Library to encourage re-establishment of State funding to local agencies.
- Establish maintenance routines for the additional space at the Central Library.



### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Assistant	1.0	1.0	1.0
Department Assistant Part-time	0.5	0.45	0.45
Facilities Maintenance Worker II	1.0	1.0	1.0
Librarian I Part-time	1.12	-	-
Librarian III	2.0	2.0	2.0
Library Clerk I Part-time	0.72	-	-
Library Services Director	1.0	1.0	1.0
Library Services Manager	1.0	1.0	1.0
Marketing Specialist Part-time	0.65	0.65	0.65
Office Assistant	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>9.99</b>	<b>8.10</b>	<b>8.10</b>

### Total Administration Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 935,286	\$ 952,764	\$ 949,766	\$ 983,697
Maintenance and Operations	\$ 691,968	\$ 755,465	\$ 1,673,706	\$ 1,002,857
Capital Equipment	\$ 26,786	\$ 1,062	\$ 2,000	\$ 2,000
<b>Total</b>	<b>\$ 1,654,040</b>	<b>\$ 1,709,291</b>	<b>\$ 2,625,472</b>	<b>\$ 1,988,553</b>

## Technical Processing

Intended Outcome: To ensure that the libraries have new materials to fill the needs of customers.

### Core Functions:

- Order, receive and process materials
- Process the payments for materials
- Mend and maintain collections

### Work Plan

- Evaluate ordering processes to ensure that the most efficient and effective practices and vendors are used to meet the needs of customers.
- Work with vendors to outsource the RFID tagging of newly purchased materials.
- Continue to cycle the audio and video discs through a regular rotation of cleaning to ensure that materials are in good working order for customers.

### Budget Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Library Clerk I	1.0	1.0	1.0
Library Clerk II	2.0	2.0	1.0
Senior Library Clerk	1.0	1.0	1.0
<b>Total Budget Staffing</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>

### Total Technical Processing Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 301,638	\$ 321,154	\$ 322,557	\$ 256,846
Maintenance and Operations	\$ 15,779	\$ 17,572	\$ 19,267	\$ 49,632
Capital Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 317,417</b>	<b>\$ 338,727</b>	<b>\$ 341,824</b>	<b>\$ 306,478</b>

## Literacy Service



Intended Outcome: To provide tutoring for adult literacy learners.

### Core Functions:

- Assess the needs of prospective learners
- Train literacy tutors
- Assist in community awareness and fundraising efforts
- Support the Literacy Board Members

### Work Plan

- Use social media to spread the word of the Library Literacy program.
- Work with tutors and learners to evaluate progress and establish a system of moving learners on to higher levels.
- Explore new grant opportunities to ensure ongoing funding for the program.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Literacy Coordinator Part-time	0.4	0.4	0.4
<b>Total Budgeted Staffing</b>	<b>0.4</b>	<b>0.4</b>	<b>0.4</b>

Total Literacy Services Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 75,627	\$ 81,295	\$ 53,970	\$ 30,682
Maintenance and Operations	\$ 9,312	\$ 12,376	\$ 6,399	\$ 77
Capital Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 84,939</b>	<b>\$ 93,671</b>	<b>\$ 60,369</b>	<b>\$ 30,759</b>

**Arts & Cultural Services**Intended Outcome: To support the City Arts CommissionCore Functions:Work Plan

- Arrange art exhibits at City Hall, the Central Library and at Juried Art Shows
- Plan and execute programs and cultural arts events
- Administer departmental grants
- Continue to provide the community with summer programming such as Shakespeare in the Park and outdoor concerts.
- Explore opportunities for programming at the new Civic Center.
- Work with the new spaces of the Civic Center complex to exhibit works of art that can be enjoyed by the community.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Cultural Arts Coordinator	1.0	1.0	1.0
<b>Total Budgeted Staffing</b>	<b>1.0</b>	<b>1.0</b>	<b>1.0</b>

Total Arts & Cultural Services Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 101,613	\$ 103,604	\$ 104,016	\$ 105,950
Maintenance and Operations	\$ 74,925	\$ 71,763	\$ 81,115	\$ 79,414
Capital Equipment	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 176,537</b>	<b>\$ 175,367</b>	<b>\$ 185,131</b>	<b>\$ 185,364</b>



# Recreation & Senior Services

## Mission Statement

To enhance the quality of life by providing diverse opportunities in safe and well maintained facilities, open spaces and parks. We pledge to respond to community needs by creating quality educational, environmental, recreational, cultural and social programs for people of all ages. Our vision is to:

*Provide well rounded recreational and social programs for the Newport Beach community that enriches the lives of our residents ranging from infants to the active retiree, as well as protect and preserve natural resources for future generations while fostering stewardship of the environment.*

## Department Overview

The Department consists of three divisions: Administration, Recreation and Senior Services. Under the guidance of the Department Director, Recreation and Senior Services are responsible for the creation, coordination and implementation of recreational and social opportunities that serve a population ranging from infants to those in their advanced years. In addition, the Department oversees the use of 73 parks and facilities, as well as a role at Back Bay Science Center and a number of natural spaces and sensitive marine habitats throughout the City. The backbone of the Department's



success is the numerous part-time staff and independent contractors out in the field serving the community as well as numerous volunteers who join us on a daily basis to fulfill our mission. Their assistance to the full-time staff creates the solid foundation of our talented, skilled and service oriented team.

## Department Goals

- Participate in and support efforts for the design, development and programming of Sunset Ridge Park, Marina Park, West Newport Center, Banning Ranch Community Park and City Hall Park.
- Continue to seek partnerships and opportunities to enhance services while minimizing impacts to the general fund.

- Complete the Buck Gully Trail System and offer programming through the Irvine Ranch Conservancy.
- Explore and implement upgraded technology to improve operational efficiency, communication and enhance customer service.
- Implement the Marine Life Protection Act.
- Complete the purchase, outfitting and programming of the Traveling Tidepool vehicle outreach program to educate the community about the Crystal Cove Marine Protected Area and Newport Coast ASBS.
- Continue to increase public access and programming at the Back Bay Science Center.
- Continue to market the OASIS Fitness Center to insure optimum usage of the facility.
- Promote the OASIS facility as a premier location for rentals.
- Broaden our outreach to the senior community by offering resource expos.



## Key Department Programs

- Administration
- Recreation
- Senior Services

Workload Indicators	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Projected
<b>Recreation Services</b>				
Special Event Permits	207	225	225	225
Facility Rentals	1,393	1,500	1,084	1,300
Program Attendance	400,000	400,000	391,350	400,000
Community Youth Sports Programs	350,000	322,000	335,000	340,000
<b>Senior Services</b>				
Programs/Classes	75,085	80,000	111,000	115,000
Human Services	26,712	27,000	37,000	37,000
Transportation Services	15,458	16,000	17,000	17,000

### Total Recreation & Senior Services Department Costs:

	2009-10 Actual	2010-11 Actual*	2011-12 Estimated^	2012-13 Proposed**
Salaries and Benefits	\$ 3,755,790	\$ 4,137,516	\$ 4,554,616	\$ 4,800,130
Maintenance and Operations	\$ 2,749,026	\$ 3,065,820	\$ 4,096,338	\$ 4,052,100
Capital Equipment	\$ 50,515	\$ 19,267	\$ 26,450	\$ 27,450
Total	\$ 6,555,331	\$ 7,222,603	\$ 8,677,404	\$ 8,879,680

\* OASIS Fitness Center was added to Recreation and Senior Services in FY 2010-11.

^ Marine Protection and Education was added to Recreation & Senior Services in FY 2011-12.

\*\* Irvine Ranch Conservancy Contract added in FY 2012-13.

# Programs

## *Recreation Division*

### Core Functions:

- Provide staffing support to the Parks, Beaches and Recreation Commission and City Council on a variety of Recreational and Community use issues
- Allocate and patrol use of 73 Parks and Facilities citywide
- Provide a wide variety of high quality programming for youth and adults
- Protect and preserve natural marine resources with an emphasis on public education programs
- Maintenance and operation of 10 community facilities
- Maintenance of Citywide sport courts and tot lots
- Administer the Citywide Special Event permitting process
- Development of future community facilities

The Recreation Division offers a wide variety of programs for tots, youth and adults. These programs include year-round sports leagues, seasonal swim lessons and many lifelong learning and fitness classes. Over 150 contractors provide class instruction offered through the Newport Navigator quarterly brochure. In addition, 40 contractors work as officials, referees and scorekeepers for City adult sports leagues. Trained staff works in the swim program, preschool and after-school programs, youth recreational sports programs and summer day camps.

City operated youth sports programs attract over 1000 children annually. The Division also works closely with Youth Sport Organization members such as youth soccer and baseball to serve over 6000 youth annually through the sports field allocation program.

The Division sponsored annual special events include a Surf Contest, CdM Scenic 5K, and the Mariners and Balboa Peninsula Independence Day Parades and Picnics. Picnic areas, fields and meeting rooms are available for reservation with staff processing over 1000 requests each year. There are over 30 playgrounds throughout the City for children ages 2-12 years of age. In the coming year this Division will continue to maintain the park site playground equipment, in addition to play surfaces, backstops and courts. The Division is also responsible for the maintenance of 10 community facilities and coordinates Special Event Permits by processing over 225 permits per year for large and small scale events. The Marine Protection and Education program supplements the City's commitment to providing its residents with pristine natural areas that will be appreciated and coveted for generations to come. With a staff of 1 full-time supervisor, 6 part-time employees and over 30 volunteers, this group works to educate residents and visitors how to best explore our amazing natural areas. In order to best do this, the Marine Protection and Education office works in collaboration with the California Department of Fish and Game, Newport Bay Conservancy, U.S. Fish and Wildlife, Orange County Coast Keeper, the County of Orange, Newport Harbor Nautical Museum, Orange County Marine Protected Areas Council, as well as a number of local colleges and universities. Over the past year, major projects have included planning for the Traveling Tidepool vehicle purchase, outfitting and implementation of the expanded Crystal Cove Marine Protected Area and programming of the Back Bay Science Center.

The Recreation Division also works closely with other community partners to provide facilities and programming to the community. Some of our partners include: The Boys & Girls Club, Irvine Ranch

Conservancy, Lawn Bowling Association, Newport Aquatic Center, Newport Theatre Arts Center, Girl Scouts, CdM Aquatics Girls & Boys Water Polo Club and the Newport-Mesa Unified School District.

### Recreation Administration

#### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Administrative Assistant	1.0	1.0	1.0
Budget Analyst	-	-	0.5
Budget Intern	-	0.5	-
Marketing Specialist	1.0	1.0	1.0
Recreation & Senior Services Director	1.0	1.0	1.0
Senior Fiscal Clerk Part-time	0.5	0.5	0.5
<b>Total Budgeted Staffing</b>	<b>3.50</b>	<b>4.00</b>	<b>4.00</b>

#### Total Administration Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated	2012-13 Proposed*
Salaries and Benefits	\$ 421,256	\$ 454,042	\$ 485,427	\$ 530,148
Maintenance and Operations	\$ 160,288	\$ 170,505	\$ 249,631	\$ 413,703
Capital Equipment	\$ 4,500	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 586,044</b>	<b>\$ 624,548</b>	<b>\$ 735,058</b>	<b>\$ 943,851</b>

\* Irvine Ranch Conservancy Contract added in FY 2012-13.

### Recreation

#### Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Recreation Superintendent	1.0	1.0	1.0
Recreation Manager	2.0	2.0	2.0
Recreation Supervisor	5.0	5.0	5.0
Recreation Coordinator	-	-	3.0
Senior Recreation Leader I	4.74	4.74	5.3
Recreation Leader	8.96	8.13	8.75
Recreation Clerk	0.01	0.01	-
Assistant Recreation Coordinator Part-time	3.52	3.52	1.76
Pool Lifeguard	0.25	0.01	-
Senior Pool Lifeguard	0.96	0.96	1.52
Pool Swim Instructor	3.35	3.59	3.18
Pool Swim Instructor Trainee	0.39	0.39	-
Marine Protection & Education Supervisor	-	1.0	1.0
Marine Naturalist Interpreter Part-time	-	1.5	1.95
Park Patrol Officer	1.75	1.75	1.75
Lead Park Patrol Officer	1.0	1.0	1.0
Groundswoker II	2.0	2.0	2.0
Facilities Maintenance Worker II	2.0	2.0	2.0
Department Assistant	2.0	2.0	1.0
Office Assistant Part-time	3.2	3.2	2.57
<b>Total Staffing</b>	<b>42.13</b>	<b>43.80</b>	<b>44.78</b>

## Programs

### *Recreation Division (continued)*

#### Total Recreation Program Costs:

	2009-10 Actual	2010-11 Actual	2011-12 Estimated*	2012-13 Proposed
Salaries and Benefits	\$ 2,419,419	\$ 2,510,975	\$ 2,749,665	\$ 2,918,783
Maintenance and Operations	\$ 2,399,359	\$ 2,337,672	\$ 3,061,733	\$ 2,776,489
Capital Equipment	\$ 45,276	\$ 9,302	\$ 17,950	\$ 17,950
Total	\$ 4,864,054	\$ 4,857,950	\$ 5,829,348	\$ 5,713,222

\* Tidepools was added to Recreation and Senior Services in FY 2011-12.

### *Senior Services Division*

#### Core Functions:

- Maintenance and operation of OASIS Senior Center.
- Provide a wide variety of recreational, social and educational services.
- Operate a full service fitness center.
- Administer facility rentals for private and community functions.
- Continue to develop innovative senior programs which meet the changing needs of this population.
- Work in conjunction with the Friends of OASIS non profit organization and community volunteers to augment City services.
- Maintain relationships with a multitude of community organizations to enhance programming and services.
- Provide transportation services to and from the Center and medical appointments.

The Senior Services Division is responsible for the operation of the OASIS Senior Center as well as numerous human service activities that reach out to the senior population. The goal of this Division is to provide older adults with activities and services that enrich their lives, prevent isolation and provide them with a purpose in life.

The Division also provides a variety of services which enhance the lives of seniors creating positive and successful aging experiences. It accomplishes this by providing programs and activities which address older adult's evolving needs. Staff stays current on programming activities that are most helpful to the senior population by assessing needs and welcoming senior participation in program ideas. The Senior Services Division has been successful at meeting the challenge of the ever-changing needs of older adults and has developed activities that are intellectually stimulating and physically active.

The Division is staffed with 10 full-time members which include professionals in the fields of Gerontology, Recreation, Transportation, Health and Fitness and Administration. In addition, the division includes one





full-time building maintenance worker, one part-time recreation professional, and eight part-time staff who work in the Fitness Center, assisting with events and rentals, and work in the facility during evening and weekend activities.



Staff has continued to perfect our program offerings by adding classes and activities that have been requested by our customers. The Center continues to expand its' services and customer participation. The challenge is to keep the classes spread out throughout the day so that parking is available to participants. The Friends of OASIS membership continues to grow to about 8000 members at its peak.

The OASIS staff maintains relationships with many community organizations in order to enhance and expand the services provided to the community, which include: Age Well, OC Department of Health, University of California at Irvine, Hoag Memorial Hospital Presbyterian, Braille Institute, Health Insurance Counseling and Advocacy Program, and the Orange County Transit Authority.

Budgeted Staffing:

Positions	FY 2010-11	FY 2011-12	FY 2012-13
Senior Services Manager	1.0	1.0	1.0
Recreation Supervisor	3.0	3.0	3.0
Recreation Leader OASIS	2.56	2.91	2.91
Senior Recreation Leader I	1.18	1.84	1.84
Recreation Coordinator	1.0	1.0	1.0
Senior Services Van Driver	4.0	4.0	4.0
Senior Services Van Driver Part-time	0.5	0.5	0.5
Facilities Maintenance Worker II	1.0	1.0	1.0
Department Assistant	1.0	1.0	1.0
Assistant Recreation Coordinator Part-time	0.75	0.75	0.88
Office Assistant Part-time	0.75	0.75	0.75
<b>Total Staffing</b>	<b>16.74</b>	<b>17.75</b>	<b>17.88</b>

Total Senior Services Program Costs:

	2009-10 Actual	2010-11 Actual*	2011-12 Estimated	2012-13 Proposed
Salaries and Benefits	\$ 915,115	\$ 1,172,498	\$ 1,319,524	\$ 1,351,199
Maintenance and Operations	\$ 189,378	\$ 557,642	\$ 784,973	\$ 861,909
Capital Equipment	\$ 739	\$ 9,964	\$ 8,500	\$ 9,500
<b>Total</b>	<b>\$ 1,105,232</b>	<b>\$ 1,740,105</b>	<b>\$ 2,112,998</b>	<b>\$ 2,222,608</b>

\*OASIS Fitness Center was added to Recreation and Senior Services in FY 2010-11.





# OTHER BUDGETS



# Description of Internal Service Funds

The City continues to provide for the financing of certain functions through the use of Internal Service Funds (ISF). The purpose of these funds is to facilitate the management of some types of expenditures on a centralized, as opposed to decentralized (by department) basis, without losing the visibility of each Department's share of the overall cost. Each Department has been required to budget for the cost of these functions at a pre-determined rate, as opposed to attempting to project actual costs at the Department level, which would be required if there was no ISF mechanism. Funds are then collected from each Department at the pre-determined rate by the Internal Service Fund during the course of the year. All actual expenditures for the function in question (for the City as a whole) are then made from the Internal Service Fund. The City has established five Internal Service Funds – Insurance Reserve Fund, Retiree Medical Insurance Fund, Compensated Absences Fund, Equipment Maintenance and Replacement Fund, and an Information Technology Fund.

**Insurance Reserve Fund.** The Insurance Reserve Fund is used to pay all Workers' Compensation and General Liability expenses of the City. This includes insurance premiums, consultant fees, medical expenses, contract attorney costs, payments for judgments and settlements, and all other expenses connected with this function. The amounts paid into this Fund by the individual Departments vary. Each Department's budget base for Liability expenses was established by examining a ten-year history of claims and determining each Department's appropriate share, based on the nature of the claims themselves. That share was then used to establish each Department's percentage of the funding being set aside in the Insurance Reserve Fund for anticipated Liability expenses this year, and to address at least part of any reserve deficiencies. This year's contribution by departments, which constitutes revenue to the ISF, is projected to be \$3,140,068. This should constitute sufficient resources to fund short term expenditures and accumulate resources to pay long-term claims.

Each Department's share of the City's anticipated Workers' Compensation expenses was determined by an analysis of claims history by labor class in Newport Beach as compared to the same information for the State as a whole. Based on this data, appropriate rates were established for each labor class in the City. These rates were then used to determine the budget base needed in each Department to accumulate the total anticipated Insurance Reserve Fund requirement to pay all Workers' Compensation claims and related expenses for this budget year (approximately \$2,793,660). Similar to the situation with Liability, there is an accumulated deficit for Workers' Compensation. Therefore \$3,006,115, or a projected excess of \$212,455 is being collected to cover the deficit.

**Retiree Medical Insurance Fund.** In January 2006, the City implemented a new defined contribution Retiree Medical Insurance Fund in place of the prior defined benefit program, which will ultimately reduce the City's long-term liability for this program. The transition to the new program will take an estimated twenty years or more to fully implement, but our operating expenses will eventually be capped as we will only need to fund contributions for current employees and the City's unfunded liability will be zero. The contribution amount is based on a formula currently provided for in the Memorandum of Understanding between the City and the employees. This year, the City's cost for contributions for eligible full-time employees is projected to be \$849,801.

**Compensated Absences Fund.** Departmental payments into the Compensated Absences Internal Service Fund are based on a percentage of salary. That percentage is set at a level which will accumulate a sufficient monetary base within the fund to accommodate current year expenses. This year's contribution level is 3.5% of salary resulting in a budgeted amount of \$2,229,951. Any amounts collected in excess of the annual expense, reduce the long-term unfunded liability in this fund.

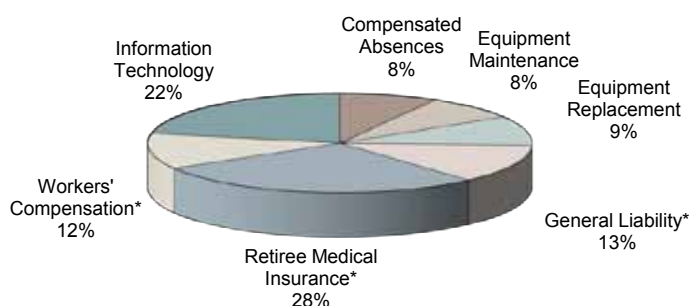
**Equipment Maintenance and Replacement Fund.** The Equipment Maintenance and Replacement Fund is used to provide funding for the maintenance of almost all of the City's fleet of Rolling Equipment, and to accumulate funds for the eventual replacement of that equipment. Based on the City's maintenance experience, anticipated equipment life span, and projected replacement costs, rates were established for each class and type of equipment. These rates function much like vehicle rental rates from the perspective of the using Departments.

Funds for replacement and for maintenance remain segregated. Maintenance funds are used to fully fund the Municipal Operations Equipment Maintenance Division, including the Auto Parts Warehouse, and certain other Municipal Operations Department overhead expenses which are directly attributable to rolling equipment maintenance, but are contained in the budgets of other divisions. Each Department Budget unit's share of this cost, based on the equipment it has in service, is contained on line 8022 of the respective M&O budget sheets. The Police Department has their own equipment replacement and maintenance program including a Police Fleet Maintenance Division.

Recommendations for rolling stock replacement are made by each Department to the City Manager through the Municipal Operations Director. The City Manager then includes his final recommendation for Equipment Replacement action to the City Council as part of the annual budget submission. Money accumulated in the Equipment Replacement portion of this Fund can only be used for equipment replacement unless specifically reprogrammed by the City Manager. Each Department Budget unit's "contributions" to this fund, based on the equipment it has in service, can be found on line 8024 of the respective M&O budget sheets.

**Information Technology Fund.** The City redefined the IT services department in FY 2011-12. All IT staff and budgets were centralized within the City Manager's Office in order to allow for a City-wide vision and shared implementation process that serves all City departments in a coordinated manner. As part of this new structure all IT budgets were consolidated within the centralized IT department using an Internal Service Fund model. The Departmental payments into the Information Technology Internal Service Fund are based on the number of computers and required technological support. That contribution amount is set at a level which will accumulate a sufficient monetary base within the fund to accommodate current year expenses. This year's contribution level is \$4,964,193. Any amounts collected in excess of the annual expense, reduce the long-term unfunded liability in this fund. In addition, a \$3 million dollar transfer from the General Fund is intended to begin to set aside funds for the replacement of major system components such as a much needed Enterprise Resource Planning (ERP) system to automate business processes, a new CAD/RMS system, and a new permitting system.

For Fiscal Year 2012-13, City expenditures from Internal Service Funds are projected as follows:



\*Includes legal services, insurance premiums, contract administration, claims & settlements, and payments to providers of medical service.

# Debt Service & Other Activities

Most of the City budget is dedicated to a one-year operating plan for each department. However, certain budgetary components do not fit within this definition.

Capital Improvement Projects (CIP) and Debt Service expenditures benefit more than one operating period. Since CIPs may have significant useful lives, expenditures are deemed to benefit both the current and future operating periods while Debt Service expenditures are deemed to benefit current, future, and past operating periods. An entire section of the budget document is dedicated to CIP expenditures; however Debt Service expenditures can be adequately covered within this section.

Some proposed expenditures in the budget only benefit the current operating period but do not readily fit within the operating plan of any one department and/or its funding source cannot be relied upon to fund routine department operations. For lack of a more descriptive term, we often refer to non-departmental expenditures of this nature as other activities.

## Debt Service Expenditures

Since the City does not issue debt instruments to finance operating activities, Debt Service Expenditures are the result of capital financing ventures. There are two principal reasons why debt instruments are issued. The first circumstance is when the cash flow for the construction or purchase of a long-term asset would cause a significant strain on the City's cash flow and the asset to be financed will benefit many service periods. In no instance would the City select the duration of a given debt instrument to extend beyond the expected life of the asset financed. The second scenario arises when an asset to be purchased may not cause a significant cash flow strain but it would be economically advantageous to finance the asset rather than to purchase it outright (e.g. occasionally the City can borrow money at a lower rate than its investment portfolio is earning).

## Civic Center COP Series A

In Fiscal Year 2010-2011, the City issued \$20,085,000 of Series 2010A (Tax Exempt) and \$106,575,000 of Series 2010B (Federally Taxable Direct Pay Build America Bonds) Certificates of Participation. The 2010A Certificates were issued to prepay the \$3,990,000 principal outstanding on the 1998 Library Certificates of Participation. The refunding was undertaken to reduce total debt service payments over the next nine years by \$1,084,556 and resulted in a net present value savings of \$429,500. Accordingly, the 1998 Library Certificates have been defeased pursuant to the defeasance provisions of the 1998 Trust Agreement. The remaining proceeds from the Series 2010A Certificates are to be used to finance the acquisition, improvement and equipping of the Civic Center Project. The Series 2010B Certificates were issued to provide additional financing for the Civic Center Project. The proceeds of the Certificates will also be applied to pay certain costs of issuance incurred in connection with the Certificates.

The lease payments made by the City are held by a trustee who makes semi-annual payments on the Certificates of Participation. The lease payments began January 1, 2011, and are in amounts sufficient to cover the payment of principal and interest of the Certificates. Interest on the Certificates is payable semiannually on January 1 and July 1 of each year. The City has designated the Series 2010B Certificates as "Build America Bonds" (BABs) under the provisions of the American Recovery and Reinvestment Act of 2009. Thus, the City expects to receive periodic payments from the United States Treasury equal to 35% of the interest payable on the 2010B Certificates. Principal payments are payable annually on July 1 of each year. Future principal payments for the Series 2010A, which commence July 1, 2011 and continue through July 1, 2019, range from \$410,000 to \$3,185,000. The future principal payments for the Series 2010B Certificates, which commence July 1, 2018 and are payable through July 1, 2040, range from \$2,900,000 to \$7,245,000. The Series A Certificates outstanding at June 30, 2012, amounted to \$18,345,000 and the Series B Certificates outstanding at June 30, 2012, amounted to \$106,575,000.

### **Boating and Waterways Loan**

The City also had a loan from the California Department of Boating and Waterways for the purchase and rehabilitation of the Balboa Yacht Basin. The original loan in 1987 was for \$3,300,000. This loan was payable in thirty annual installments of \$237,062 at a 4.50 percent rate of interest, which began on August 1, 1987. The outstanding balance at June 30, 2011, amounted to \$737,854. The loan was funded entirely by Tide and Submerged Lands Fund revenue sources. The City paid off the entire balance of this loan in August 2011.

### **Office Equipment Leases**

The City occasionally enters into lease-purchase agreements to finance the acquisition of copiers, computers, telecommunications or other office equipment and upgrades. The terms of the leases normally range from three to five years and are typically payable monthly. Currently there are no outstanding leases of this nature. Debt of this nature is serviced by whichever fund derives the benefit of the equipment. In most circumstances the General Fund enjoys the benefit of office equipment purchases of this type and would therefore service this debt.

### **Rolling Stock Leases**

Most City vehicle purchases do present a cash flow challenge and are therefore purchased outright except when financially advantageous conditions exist. However, the City does own and operate some rolling stock including fire engines, ladder trucks, vactor trucks and other heavy equipment that can be several hundred thousand dollars per vehicle. These items are periodically financed through lease-purchase agreements, but at this time we have no lease-purchase agreements.

## Newport Coast Special Assessment District Relief

Because the Newport Coast area was not incorporated into the City limits when much of the public improvements that serve this area were constructed, the improvements were financed by private property special assessments. Had the Newport Coast area been incorporated within the City limits at the time the improvements were constructed, the City would have likely participated in funding much of the public improvements. Before this area was officially annexed into the City limits, the City entered into a pre-annexation agreement with the Newport Coast Committee of 2000 where the City agreed to reimburse residents and thereby reduce the cost of certain private property special assessments. As a part of the pre-annexation agreement, the Irvine Ranch Water District (IRWD) transferred \$25 million to the City in exchange for the right to continue to provide water utility service to this area. With this \$25 million from IRWD, the City dedicated \$7 million toward the construction of the Newport Coast Community Center which opened in 2007 and will reduce the special assessment levies by \$1.2 million a year for 15 years. At June 30, 2012, \$6,000,000 was outstanding.

## Community Development Block Grant (CDBG) Loan

The CDBG program is a federal revenue source that is restricted to programs and projects that benefit low and moderate income areas. In August of 2002, the City was granted a \$2.4 million loan that is secured and will be repaid by future block grant allocations to partially finance the Balboa Village improvements. Commonly known as a "Section 108 Loan," this loan will be repaid over 20 years in \$215,000 installments. As of June 30, 2012, the outstanding balance of this loan was \$1,686,000.

Debt Service Estimates  
2012-13

	Original Issuance	Balance 07/01/2012	Additions	Deletions	Balance 06/30/2013	2013		Principal Paid to Date	Year of Final Payment
						Total Payments	Interest		
Pre-Annexation Agreement	18,000,000	6,000,000	-	(1,200,000)	4,800,000	1,200,000	-	13,200,000	2017
Section 108 Loan	2,400,000	1,686,000	-	(108,000)	1,578,000	202,485	94,485	822,000	2024
2010 Civic Center COP Series A	20,085,000	18,345,000	-	(2,775,000)	15,570,000	3,344,850	569,850	4,515,000	2041
2010 Civic Center COP Series B*	106,575,000	106,575,000	-	-	106,575,000	7,243,417	7,243,417	-	2041
<b>Total Debt Service</b>	<b>147,060,000</b>	<b>132,606,000</b>	<b>-</b>	<b>(4,083,000)</b>	<b>128,523,000</b>	<b>11,990,752</b>	<b>7,907,752</b>	<b>18,537,000</b>	

\*Expected BAB subsidy for FY 20012-13 of \$2,535,196

## **Other Activities**

### **Asset Forfeiture Funds**

Funds derived from the City's participatory share of State and Federal assets seizures are accounted for separately from other funds due to special restrictions placed on the use of these proceeds. These funds can only be used to supplement but not subsidize law enforcement activities. Therefore, this funding source is not used to fund regular departmental operations.

### **Air Quality Management District Funds (AQMD)**

State Assembly Bill 2766 provides cities with a modest annual budget to encourage the reduction of air emissions. The City uses its AQMD funds to support the employee rideshare program and to subsidize the cost of the electric vehicles used to supply City services.

### **Ackerman Donation**

The Ackerman Fund is a permanent endowment for which the interest earned is to be used to purchase high tech library equipment and to fund a City administered scholarship program. The fund was created when the Carl Ackerman Family Trust donated some commercial property to the City in 1992. At that time the property was subject to a 15-year lease. The lease proceeds were split with the City receiving 40 percent and the University of California, Irvine Foundation receiving 60 percent. Included in the lease was an option for the lessee to purchase the property. In August 2003, the lessee exercised the option to purchase in the amount of \$1,940,000. The sale proceeds were subject to the same City/Foundation split and the City's lump sum payment was the basis for the permanent endowment.

### **Environmental Liability Fund**

As part of the City's franchise agreements with commercial solid waste haulers, the City collects 5.50 percent of their gross receipts that are set aside to defray the cost of any legal or environmental costs that might arise connected with the collecting, hauling and dumping of waste originating within the City. These funds are used to provide the City with environmental liability insurance and to conduct waste related environmental assessments.

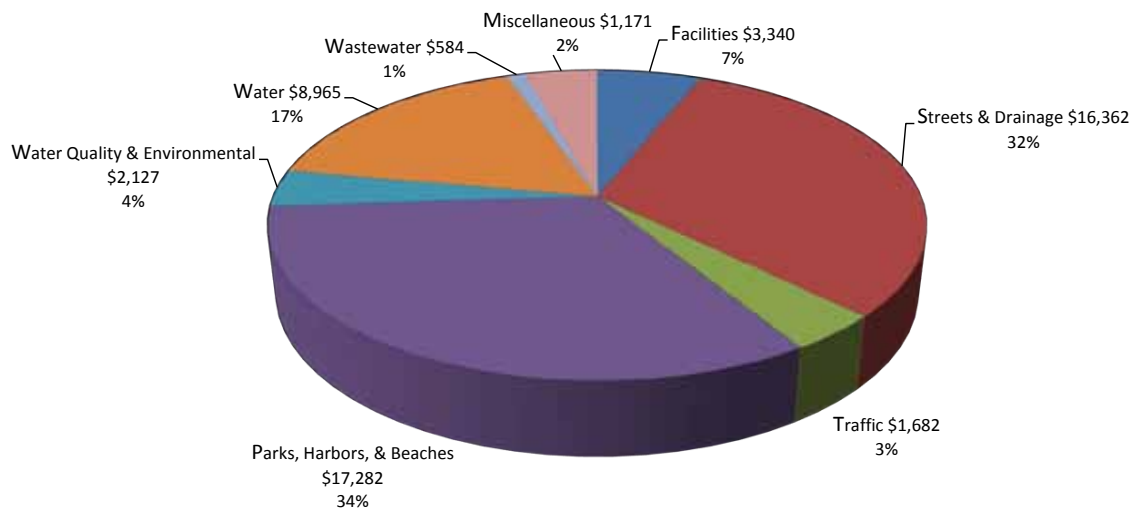


# Capital Improvement Program

The City of Newport Beach Capital Improvement Program (CIP) serves as a plan for the provision of public improvements, special projects, on-going maintenance programs and the implementation of the City's master plans. Projects in the CIP include improvements and major maintenance on arterial highways, local streets, and alleys; storm drain and water quality improvements; harbor, bay, pier and beach improvements; park and facility improvements; water and wastewater system improvements; transportation safety and traffic signal improvements; and planning programs and studies.

The adopted FY 2012-13 CIP consists of 68 projects representing nearly \$21 million in new appropriations and about \$32 million in rebudgeted funds for a total CIP budget of \$52,860,727. Major funding initiatives include park facility improvements, road and pavement rehabilitations, and restructuring and replacement of water distributions and piping. Significant work continues this fiscal year on projects such as Marina Park, Sunset Ridge Park and the Big Canyon Reservoir Floating Cover Replacement.

**FY 12-13 CIP Budget by Category (total)**



*Dollars in Thousands*

Projects are organized by primary function or benefit into one of the following categories: Facilities; Streets and Drainage; Traffic; Parks, Harbors and Beaches; Water Quality and Environmental; Water; Wastewater; and Miscellaneous. Given the current fiscal climate, the development of the adopted CIP was limited to meeting Council priorities and master plan requirements. Essential projects were prioritized and summarized by available funds and were presented to the City Council for approval. Funding of capital projects is derived from multiple funding sources.

Highlights of the adopted CIP budget for FY 2012-13 are presented by category as follows:

### **Facilities**

Projects organized under Facilities include construction, rehabilitation and repair of City buildings and facilities. Major projects within this category approximate \$3.2 million and include:

- Civic Center construction (\$2,316,717)
- Central Library HVAC Refurbishment (\$340,000)
- Current City Hall Interim Use Plan and Master Facilities Strategic Planning (\$287,601)
- Big Canyon Reservoir Auxiliary Maintenance Yard Design (\$140,000)
- Lifeguard Headquarters and Balboa Yacht Basin Facility Improvements (\$158,585)

### **Streets and Drainage**

Projects organized under Streets and Drainage include construction, rehabilitation and repair of City roads, alleys, medians, bridges, sidewalks, streetlights, slopes and tide structures. Projects within this category exceed \$16.4 million and major highlights include:

- Street and alley construction and rehabilitation, including: 15th Street Pavement Overlay, Asphalt Alley Replacement, Balboa Boulevard Channel Road Pavement Reconstruction, Bay Avenue Pavement Rehabilitation, Bayside Area Pavement Rehabilitation, Central Balboa and Bayfront South Alley Reconstruction, Jamboree Road Improvements, Major Arterial Streets Repair Program, Newport Boulevard and 32nd Street Modification, and Old Newport Boulevard West Coast Highway Modifications (\$11,308,736)
- Drainage and tide structures (\$2,878,216)
- Landscape and streetscape design and improvements (\$840,000)
- Slurry seal program (\$635,000)
- Sidewalk and concrete improvements (\$500,000)
- Streetlighting and bridge improvements (\$300,000)



## **Traffic**

Projects organized under Traffic include traffic signal system maintenance and improvements, neighborhood traffic management, pedestrian improvements and signage. Projects within this category exceed \$2.0 million and major highlights include:

- Traffic signal modernization (\$816,900)
- Traffic signal rehabilitation (\$700,000)
- Traffic and monument signs (\$140,000)
- Pedestrian and bicycle facilities (\$311,500)



## **Parks, Harbors and Beaches**

Projects organized under Parks, Harbors and Beaches include improvements or repairs to the City's parks, harbors, docks, wharfs, piers and beaches. Projects within this category exceed \$17.3 million and major highlights include:

- Park improvements – Sunset Ridge Park, Marina Park, and playground equipment replacements (\$16,136,006)
- Harbor improvements – Balboa Marina Public Dock, Balboa Yacht Basin Mooring Support Services Improvements, Eelgrass Survey, Lower Harbor Dredging, Mooring Field Realignment, Seawall and Bulkhead Modifications, and Vessel Waste Pumpout Station Replacement (\$905,000)
- Beach improvements – Bay Beach Sand Management (\$300,000)



## **Water Quality and Environmental**

Projects organized under Water Quality and Environmental include studies, improvements and programs that benefit the City's natural resources. Projects within this category exceed \$2.0 million and major highlights include:

- Big Canyon Wash Restoration (\$1,575,000)
- Newport Coast ASBS Protection Program (\$462,000)

## Water and Wastewater

Projects organized under Water and Wastewater are funded from respective service charges and are used for the rehabilitation and expansion of these services. Projects within these categories approximate \$9.5 million and major highlights include:

- Water transmission and main improvements (\$8,930,766)
- Sewer main improvements (\$458,900)
- Wasterwater master planning (\$125,000)

## Miscellaneous

Projects organized under Miscellaneous are ones that do not fit into any other category and include capital purchases and special projects. Projects within these categories exceed \$2.2 million and highlights include:

- Santa Ana Heights utility undergrounding (\$1,170,800)
- SCE Rule 20A Credits Purchase (\$974,000)
- Local Coastal Program Plan Implementation (\$75,000)



## Conclusion

The City continues to undertake an ambitious and wide-ranging capital improvement program. The projects, both significant and diverse, serve all areas of the City. It is the City's policy to appropriate sufficient funds for all projects scheduled during the coming budget year. Many of the projects require multiple year terms to complete them. In such cases, only the current phase identified to be completed during FY 2012-13 is budgeted and appropriated. Subsequent phases of a project and/or projects requiring more time or funding are reconsidered at the appropriate time. Our project delivery team of engineers, support staff and consultants are tasked with managing more complex workloads while maintaining high quality standards. Creative project management solutions and alternative delivery methods continue to play a key role in our success.



# APPENDICES



# TIDE & SUBMERGED LAND FUND DRAFT COST PLAN

Based on Fiscal Year 2011-12 Budget

## Estimated Funds Available

Estimated Beginning Fund Balance	\$0	
Estimated Revenue for 2011-2012 - All Sources	\$10,644,962	<u>                    </u>
Total Funds Available		<u>\$10,644,962</u>

## Estimated Chargeable Expenditures

Building Use	\$120,000 *	
City Council	\$5,147 *	
City Clerk	\$17,196 *	
City Manager	\$84,053 *	
Human Resources	\$8,547 *	
City Attorney	\$82,315 *	
Finance	\$50,721 *	
Finance - Parking Operations	\$586,677 *	
Fire	5,460,716 *	
Municipal Operations	2,140,796 *	
Police	2,113,906 *	
Public Works	363,706 *	
Public Works - Harbor Resources	1,401,485	
Utilities - Oil & Gas	978,325	
Capital Projects	5,880,350	
Debt Services Expenditures	771,057	<u>                    </u>
Total of All Proposed Expenditures		<u>\$20,064,997</u>

<b>Estimated Ending Fund Balance</b>	<b><u><u>(\$9,420,035)</u></u></b>
--------------------------------------	------------------------------------

\* Although these expenditures are considered Tideland expenditures, they are accounted for in the General Fund. The amounts are calculated based on a full cost plan prepared by MGT of America, Inc. A cost plan for FY 2012-13 is currently being prepared.



# CAPITAL ASSET SCHEDULE

as of June 30, 2011

Description	Year of Acquisition	Historical Cost
<b>Administration and Services</b>		
City Hall Complex	1930	\$2,347,623
Corporate Yard - General Services	1955	\$6,131,259
<b>Safety</b>		
Fire Station #1 - Balboa	1962	\$81,615
Fire Station #2 - Headquarters	1966	\$94,419
Fire Station #3 - Fashion Island	1971	\$888,366
Fire Station #4 - Balboa Island	1994	\$1,420,602
Fire Station #5 - Corona del Mar	1950	\$237,135
Fire Station #6 - Irvine Avenue	1957	\$376,073
Fire Station #7 - Santa Ana Heights	2005	\$11,872,633
Fire Station #8 - Newport Coast	2002	\$1,816,350
Fire Station Diesel Exhaust System	2007	\$47,110
Big Canyon Fire Training Facility	2008	\$917,488
Lifeguard Headquarters	1989	\$556,483
Police Station	1973	\$3,626,878
<b>Libraries</b>		
Balboa	1906	\$223,225
Central	1992	\$15,609,080
Corona del Mar	1958	\$240,465
Mariners	1957	\$6,961,878
<b>Harbors, Beaches, and Recreation</b>		
15th Street Restrooms	1956	\$538,528
19th Street Restrooms	1940	\$2,000
38th Street Park	1925	\$212,988
Arroyo Park	2003	\$17,578,871
Back Bay View Park	2006	\$2,650,000
Bayview Landing Open Space	2008	\$1,989,330
Beach and Harbor Right of Way	various	\$52,705,580
Balboa Community Center	1956	\$156,246
Balboa Island Park	1973	\$162,397
Balboa Beach - Parking Lots and Booth	1986	\$1,619,492
Balboa Pier	1940	\$3,764,300
Balboa Pier - Concession	1982	n/a *
Balboa Pier Restroom	1957	\$250,229
Balboa Theater	1998	\$480,000
Balboa Yacht Basin - Apartments/Garages/Parking	1960	\$150,110
Balboa Yacht Basin - Galley Café	1988	\$44,000
Balboa Yacht Basin - Headquarters/Restrooms	1984	\$158,746
Balboa Yacht Basin - Land	1930	\$1,276,308

\* Leasehold improvements made by Lessee not valued

# CAPITAL ASSET SCHEDULE

as of June 30, 2011 (cont.)

Description	Year of Acquisition	Historical Cost
Balboa Yacht Basin - Piers and Docks	1984	\$3,079,395
Bayside Park	1926	\$490,865
Bayview Park	1985	\$3,917,422
Begonia Park	1926	\$373,609
Big Canyon - Land	1959	\$9,586,650
Bob Henry Park	1997	\$4,480,305
Bolsa Park	1994	\$99,474
Bonita Canyon Sports Park	2004	\$5,746,983
Bonita Creek Park	2002	\$5,051,170
Boy Scout House	1960	\$2,000
Boys and Girls Club	1971	n/a *
Buck Gully Restrooms	1956	\$13,442
Buffalo Hills Park	1970	\$4,371,663
Bulkheads	various	\$2,130,377
Canyon & Harbor Watch Park	2006	\$850,000
Castaways Park	1997	\$803,052
CDM Beach - Concession	1970	\$30,994
CDM Beach - Parking Lot and Booth	1957	\$5,574,889
CDM Beach - Restrooms	1956	\$54,883
Channel Place Park	1958	\$504,202
Cliff Drive Park	1917	\$1,186,603
Cliff Drive View Park	1975	\$147,668
Eastbluff Park	1965	\$580,468
Ensign Park	1973	\$804,466
Ferry Landing Restrooms	1962	\$28,917
Galaxy Park	1962	\$255,697
Gateway Park	1999	\$1,014,620
Girl Scout House	1956	\$24,665
Grant Howald Park	1964	\$486,218
Grant Howald Park - Community Youth Center	1988	\$1,944,227
Harbor View Nature Park	1974	\$4,167,542
Inspiration Point	1953	\$16,000
Irvine Terrace Park	1960	\$1,703,456
Jasmine Creek Park	1959	\$48,961
Kings Road Park	1974	\$210,482
L Street Park	1924	\$41,948
Las Arenas Park	1956	\$133,438
Lido Park	1973	\$94,219

\* Leasehold improvements made by Lessee not valued

# CAPITAL ASSET SCHEDULE

as of June 30, 2011 (cont.)

Description	Year of Acquisition	Historical Cost
Little Corona Restrooms	2010	\$293,455
Lookout Point	1953	\$16,000
Los Trancos Canyon View Park	2006	\$1,280,000
M Street Park	1930	\$12,763
Mariners Park	1957	\$3,335,008
Newport Aquatic Center	1987	n/a *
Newport Coast Community Center	2006	\$15,324,797
Newport Island Park	1938	\$142,024
Newport Pier	1940	\$3,570,564
Newport Pier - Concession	1990	n/a *
Newport Pier - Restrooms	1989	\$305,188
Newport Shores Park	1906	\$57,258
Newport Theater Arts	1973	\$359,002
Newport Village Park	2006	\$2,290,000
Oasis Senior Center	1975	\$2,022,104
Ocean Front Parking Lot	1919	\$302,258
Old School Park	1917	\$24,829
Peninsula Park	1929	\$651,343
Rhine Wharf Park	1974	\$52,620
San Joaquin Hills Park	1965	\$1,162,974
San Miguel Park	1983	\$2,796,293
Santa Ana Heights Mesa Birch Park	2010	\$391,844
Spyglass Hill Park	1970	\$499,239
Spyglass Reservoir Park	1970	\$312,377
Sunset Park	1970	\$311,435
Sunset Ridge Park	2006	\$5,175,000
Veterans Park	1994	\$52,795
Washington Street Restrooms	1935	\$320,946
West Jetty View Park	1917	\$8,276
West Newport Community Center	1988	\$1,200,000
West Newport Park	1972	\$5,664,403
Westcliff Park	1962	\$729,952
<b>Other</b>		
608 E Balboa Parking Lot	2010	\$3,701,190
26th Street Parking Lot	1965	\$85,848
30th Street Parking Lot	1987	\$1,039,429
Avocado & San Miguel Parcel	2009	\$440,000
Balboa Bay Club - Land	1918	\$1,049,252
Bayside and Marguerite Parking Lot	1950	\$83,494
Beacon Bay - Land	1919	\$750,103

\* Leasehold improvements made by Lessee not valued

# CAPITAL ASSET SCHEDULE

as of June 30, 2011 (cont.)

Description	Year of Acquisition	Historical Cost
Buck Gully	2006	\$16,180,000
Cannery Village Parking Lot	1989	\$1,146,634
John Wayne Gulch	2006	\$3,920,000
Lower Castaways Parcel	2009	\$7,960,000
Mariners Mile Parking Lot	1976	\$642,081
Palm Street Parking Lot	1906	\$55,721
Vacant Land behind Central Library	1992	\$6,448,622
<b>Equipment</b>		
Rolling Equipment	various	\$23,399,467
Other Equipment	various	\$4,838,717
<b>Infrastructure</b>		
Road System	various	\$1,811,871,764
Storm Drain System	various	\$55,290,553
Bicycle Paths	various	\$42,975,504
Oil Wells	various	\$1,145,490
Walls	various	\$2,297,790
<b>Water System</b>		
Utility Yard	1987	\$2,222,243
Recycled Water	2011	\$482,603
Water Reducers	various	\$82,094
Water Meters	various	\$1,469,828
Water Lines/Mains	various	\$72,541,343
Fire Hydrants	various	\$493,520
Reservoirs:		
Big Canyon	1959	\$24,086,298
Spyglass	1972	\$418,244
16th Street	1996	\$3,800,000
Capitalized Interest	1995	\$1,034,462
Pump Stations	various	\$8,125,224
Wells	1996	\$3,465,113
Equipment	various	\$187,433
<b>Sewer System</b>		
Sewer Lines/Mains	various	\$34,167,889
Pump Stations	various	\$8,457,500
<b>TOTAL</b>		<u><u>\$2,392,258,977</u></u>

\* Leasehold improvements made by Lessee not valued

# EQUIPMENT MAINTENANCE AND REPLACEMENT FUND

## Schedule of Rolling Equipment Replacement (FY 2012-13)

### Public Safety Departments

#### Police Department

Sedan (3)	\$	79,000
Crossover/SUV (2)	\$	70,000
Motorcycle (2)	\$	50,000
Wagon/Van (2)	\$	63,000
Truck	\$	20,000
<b>Sub Total</b>	<b>\$</b>	<b>282,000</b>

### Other Departments

#### Municipal Operations Department

Beach Tractor	\$	105,000
Truck, 3/4 Ton Utility Body (2)	\$	82,000
Truck, 3/4 Ton w/ Dump Bed (4x4)	\$	35,000
Sedan (CNG)	\$	30,000
Truck, 3/4 Ton (4x4)	\$	28,000
Truck, 3/4 Ton	\$	26,000
<b>Sub Total</b>	<b>\$</b>	<b>306,000</b>

#### Fire Department

Pumpers (3)	\$	1,775,000
Ladder Truck	\$	1,060,000
Medic Unit	\$	178,000
Truck, 1/4 Ton (4x4) (3)	\$	93,000
Truck, 1/2 Ton (4x4)	\$	31,000
<b>Sub Total</b>	<b>\$</b>	<b>3,137,000</b>

**PUBLIC SAFETY TOTAL** **\$3,419,000**

**OTHER DEPARTMENTS TOTAL** **\$306,000**

**TOTAL ALL DEPARTMENTS** **\$3,725,000**

## ROLLING STOCK IN SERVICE

	Fiscal Year 2009-10 Changes & Adjustments	Fiscal Year 2009-10 Final Inventory	Fiscal Year 2010-11 Changes & Adjustments	Fiscal Year 2010-11 Final Inventory	Fiscal Year 2011-12 Changes & Adjustments	Fiscal Year 2011-12 Final Inventory
<b><u>General City Operations</u></b>						
Passenger Cars	-2	56	0	56	-1	55
Jeeps	0	2	0	2	0	2
Trucks	-3	104	0	104	-4	100
Fire Trucks	0	14	2	16	0	16
Loadpackers	-3	22	0	22	-2	20
Street Sweepers	0	9	-4	5	-2	3
Tractors and Graders	0	4	0	4	0	4
Backhoes and Loaders	0	6	0	6	0	6
Beach Cleaners	0	3	0	3	-1	2
Trailers	0	35	0	35	-2	33
Special Equipment	0	13	0	13	-2	11
<b>Total General City Operations</b>	<b>-8</b>	<b>268</b>	<b>-2</b>	<b>266</b>	<b>-14</b>	<b>252</b>
<b><u>Police Department<sup>1</sup></u></b>						
Passenger Cars	0	59	0	59	-16	43
Trucks	0	19	0	19	17	36
Motorcycles	0	17	0	17	-2	15
Trailers	0	1	0	1	3	4
Special Equipment	0	7	0	7	-1	6
<b>Total Police Department</b>	<b>0</b>	<b>103</b>	<b>0</b>	<b>103</b>	<b>1</b>	<b>104</b>
<b><u>Utility Enterprise<sup>2</sup></u></b>						
Passenger Cars	0	3	0	3	0	3
Trucks	0	48	0	48	0	48
Tractors and Graders	0	2	0	2	0	2
Backhoes and Loaders	0	6	0	6	-1	5
Trailers	0	11	0	11	0	11
Special Equipment	0	17	0	17	0	17
<b>Total Utility Enterprise</b>	<b>0</b>	<b>87</b>	<b>0</b>	<b>87</b>	<b>-1</b>	<b>86</b>
<b>GRAND TOTAL</b>	<b>-8</b>	<b>458</b>	<b>-2</b>	<b>456</b>	<b>-14</b>	<b>442</b>

<sup>1</sup> Police Department re-categorized their vehicles in Fiscal Year 2011-12

<sup>2</sup> Includes vehicles in both the Water and Wastewater Sections

## THREE-YEAR COMPARISON OF FULL-TIME AND FTE POSITIONS

	2010-11		2011-12		2012-13	
	F/T	FTE	F/T	FTE	F/T	FTE
<b>GENERAL CITY GOVERNMENT</b>						
City Council	0.00	0.07	0.00	0.07	0.00	0.07
City Clerk	3.00	0.00	4.00	0.00	4.00	0.00
City Manager	8.00	2.31	7.00	0.00	7.00	2.45
Human Resources	10.00	1.50	11.00	0.75	12.00	0.00
City Attorney	10.00	0.70	9.10	0.70	8.10	0.00
Finance	53.00	4.97	36.40	3.75	36.40	3.60
<b>Total</b>	<b>84.00</b>	<b>9.55</b>	<b>67.50</b>	<b>5.27</b>	<b>67.50</b>	<b>6.12</b>
<b>PUBLIC SAFETY</b>						
Police	225.00	13.42	213.00	12.17	211.00	12.17
Fire	156.00	33.13	146.00	34.37	146.00	36.53
<b>Total</b>	<b>381.00</b>	<b>46.55</b>	<b>359.00</b>	<b>46.54</b>	<b>357.00</b>	<b>48.70</b>
<b>COMMUNITY DEVELOPMENT</b>						
City Manager - Code Enforcement	5.00	0.25	0.00	0.00	0.00	0.00
Public Works - Water Quality	0.00	0.00	2.00	0.00	3.00	0.00
Community Devt - Admin	0.00	0.00	0.00	0.00	3.00	1.06
Community Devt - Planning	20.00	0.40	21.00	0.40	17.00	0.00
Community Devt - Building	31.00	1.16	31.00	1.16	29.00	0.50
Community Devt - Code Enforcement	0.00	0.00	4.00	0.25	4.00	0.50
<b>Total</b>	<b>56.00</b>	<b>1.81</b>	<b>58.00</b>	<b>1.81</b>	<b>56.00</b>	<b>2.06</b>
<b>PUBLIC WORKS</b>						
Public Works	32.00	2.58	28.00	2.58	29.00	2.58
Municipal Operations - Utilities Electrical	4.00	0.00	0.00	0.00	0.00	0.00
Municipal Operations - General Services	95.00	2.25	89.00	2.75	88.00	2.75
<b>Total</b>	<b>131.00</b>	<b>4.83</b>	<b>117.00</b>	<b>5.33</b>	<b>117.00</b>	<b>5.33</b>
<b>COMMUNITY SERVICES</b>						
Library	40.00	26.48	38.00	20.42	37.00	21.42
Arts & Cultural	1.00	0.00	1.00	0.00	1.00	0.00
Recreation	15.00	27.13	15.00	26.30	18.00	26.78
Senior Services	11.00	5.74	11.00	6.75	11.00	6.88
Recreation & Senior Services Admin	3.00	0.50	3.50	0.50	3.50	0.50
<b>Total</b>	<b>70.00</b>	<b>59.85</b>	<b>68.50</b>	<b>53.97</b>	<b>70.50</b>	<b>55.58</b>
<b>GENERAL FUND</b>	<b>722.00</b>	<b>122.59</b>	<b>670.00</b>	<b>112.92</b>	<b>668.00</b>	<b>117.79</b>
<b>TIDELANDS FUND</b>						
City Manager - Harbor Resources	4.00	1.67	0.00	0.00	0.00	0.00
Public Works - Harbor Resources	0.00	0.00	3.00	0.00	3.00	0.00
Finance - Parking Lots	1.00	7.10	1.00	7.10	1.00	7.10
Recreation - Tidepools	0.00	0.00	1.00	1.50	0.00	0.00
<b>Total</b>	<b>5.00</b>	<b>8.77</b>	<b>5.00</b>	<b>8.60</b>	<b>4.00</b>	<b>7.10</b>
<b>WATER ENTERPRISE FUND</b>	<b>37.00</b>	<b>0.50</b>	<b>38.00</b>	<b>0.50</b>	<b>32.50</b>	<b>0.00</b>
<b>SEWER ENTERPRISE FUND</b>	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	<b>0.00</b>
<b>EQUIPMENT FUND</b>	<b>13.00</b>	<b>0.75</b>	<b>13.00</b>	<b>0.75</b>	<b>11.00</b>	<b>0.75</b>
<b>INFORMATION TECHNOLOGY FUND</b>	<b>0.00</b>	<b>0.00</b>	<b>22.00</b>	<b>0.50</b>	<b>21.50</b>	<b>0.50</b>
<b>TOTALS</b>	<b>792.00</b>	<b>132.61</b>	<b>763.00</b>	<b>123.27</b>	<b>752.00</b>	<b>126.14</b>



## Historical Capital Projects Spending

(dollars in thousands)

	2006-07 <u>Actual</u>	2007-08 <u>Actual</u>	2008-09 <u>Actual</u>	2009-10 <u>Actual</u>	2010-11 <u>Actual</u>	2011-12 <u>Estimated</u>	2012-13 <u>Projected</u>
<b>General Fund Projects</b>							
General Fund	5,369	9,776	5,910	7,127	2,085	5,523	6,093
<b>Special Revenue</b>							
CDBG	77	50	165	142	-	50	100
Gas Tax	1,065	1,362	1,866	471	277	2,521	4,504
Prop 1B	-	-	1,355	945	386	-	692
Tidelands	1,092	854	2,846	1,197	1,270	8,511	1,920
Contributions	6,720	2,499	1,016	1,649	2,949	3,173	3,410
Circulation & Transportation	869	907	587	684	2,131	5,617	169
Building Excise Tax	252	152	183	56	58	4	405
Measure M	2,208	246	1,710	2,088	1,127	4,513	5,498
Bike & Trailways	-	-	-	-	-	-	-
AHRP Fund	1,219	361	310	-	-	-	-
<b>Cooperative Projects</b>							
Environmental Liability	-	613	67	-	-	-	-
Traffic Congestion Relief	736	-	334	639	740	4	-
American Trader Oil Spill Remediation	101	-	10	-	-	-	-
Misc SAH Projects	82	282	136	4,895	57	24	1,171
Air Quality Management District	-	-	-	-	148	36	-
<b>Facilities / Parks</b>							
Newport Coast Community Center	6,032	113	-	-	-	-	-
Mariners Library	311	86	-	-	-	-	-
Fire Station #7	6,569	425	28	-	-	-	-
Civic Center	37	67	1,694	8,777	22,500	97,430	2,317
Marina Park	-	140	718	321	347	2,313	6,812
Sunset Ridge Park	-	-	243	660	312	308	9,259
Police Facility	-	-	2	-	-	-	-
Lifeguard Headquarters	-	-	30	-	-	250	84
OASIS Senior Center	-	531	2,282	9,654	3,313	-	-
Back Bay Science Center	5,895	742	217	5	-	-	-
SAH Community Center	-	-	-	-	-	-	-
City Hall Reuse	-	-	-	-	-	-	-
Strategic Planning	-	-	-	-	-	112	188
<b>Special Assessment Projects</b>							
Assessment Districts	1,327	1,660	6,708	4,221	2,977	3,762	-
CIOSA Development	-	-	268	1,485	450	-	-
Bonita Canyon Development	93	-	-	1,032	78	22	-
<b>Enterprise Fund Projects</b>							
Water	1,900	3,303	1,433	1,808	1,564	2,860	9,554
Sewer	1,510	486	423	490	2,949	1,165	687
<b>Internal Service Fund</b>							
Equipment Maintenance	102	-	66	58	75	12	-
<b>Annual Totals</b>	<b>43,565</b>	<b>24,654</b>	<b>30,607</b>	<b>48,403</b>	<b>45,792</b>	<b>138,210</b>	<b>52,861</b>

# Glossary

## Fund Descriptions

**Ackerman Donation Fund** - Used to account for the disbursement of funds received from the Ackerman Trust. Such funds must be used for library and scholarship purposes.

**Air Quality Management District (AQMD) Fund** - Used to account for revenues received from the South Coast Air Quality Management District restricted for the use of reducing air pollution.

**Arterial Highway Rehabilitation Program (AHRP) Fund** – Used to account for Federal funds available through the Federal Highway Administration Arterial Highway Rehabilitation Program to share the cost of rehabilitating certain arterial roadways in the City.

**Asset Forfeiture Fund** - Established to account for revenues resulting from the seizure of assets in conjunction with criminal cases (primarily drug trafficking). The City's policy is that all such funds be used for enhancement of law enforcement programs.

**Back Bay Science Center Fund** – Used to account for revenues and expenditures related to construction of the Back Bay Science Center.

**Bonita Canyon Development Fund** – Used to account for the receipt and expenditure of funds for the Bonita Canyon Public Facilities Agreement. The improvements include certain public parks and recreation facilities, and street improvements and facilities.

**Building Excise Tax Fund** - Used to account for revenues received from builders or developers on building or remodeling projects within the City. Expenditures from this fund are used exclusively for public safety, libraries, parks, beaches, or recreational activities.

**CIOSA Construction Fund** - Used to account for the receipt and expenditure of funds for the Circulation Improvement and Open Space Agreement (CIOSA). The improvements include street and frontage improvements.

**Circulation and Transportation Fund** - Used to account for fair share revenues collected from developers and restricted for capital improvement

projects meeting the circulation element of the City's General Plan.

**Civic Center/Fire Station Construction Fund** - Used to account for activities related to the possible re-building or relocation of the existing City Hall complex including the Fire Station.

**Community Development Block Grant (CDBG) Fund** - Used to account for revenues and expenditures related to the City's Community Development Block Grant program. These funds are received from the Federal Department of Housing and Urban Development and must be expended exclusively on programs for low or moderate income individuals or families.

**Compensated Absence Fund** – Used to account for the City's accumulated liability for compensated absences.

**Contributions Fund** - Used to account for revenues received from other government agencies or private developers and expended for specific projects.

**Environmental Liability Fund** - Used to account for solid waste fees restricted for mitigation of future environmental liability relating to the handling of solid waste.

**Equipment Fund** - Used to account for the cost of maintaining and replacing the City's rolling stock fleet and the rental of the fleet to operating departments.

**Fire Station #7 Fund** – Used to account for receipt of revenue intended to fund the construction of a new Fire Station 7 located in the Santa Ana Heights area of the City.

**General Fund** - Used to account for fiscal resources, which are: a) dedicated to the general government operations of the City, and b) not required to be accounted for in another fund.

**Information Technology Fund** - Used to account for the cost of maintaining and replacing the City's information technology (computer) systems.

**Insurance Reserve Fund** - Used to account for the City's self-insured general liability and workers' compensation program.

**Justice Assistance Grant (JAG) Fund** – Formerly called the Local Law Enforcement Block Grant Fund. Used to account for federal support of law enforcement activities.

**Library Debt Service Fund** – Used to account for the debt service transactions related to the Certificates of Participation used to finance the construction of the Central Library.

**Lifeguard Headquarters Fund** – Used to account for revenues and expenditures associated with the development and construction of a new Lifeguard headquarters.

**Marina Park Fund** – Used to account for revenues and expenditures associated with the development and construction of Marina Park.

**Marine Science Center Fund** – Formerly called the Back Bay Science Center Fund. Used to account for revenues and expenditures related to construction of the Marine (Back Bay) Science Center.

**Mariners Library Fund** – Used to account for receipt of revenue intended to fund the construction of a new Mariners Branch Library.

**Measure M Fund** – Used to construct transportation improvement and traffic congestion relief projects. Funding is one percent of retail transaction and use tax.

**Miscellaneous Santa Ana Heights Projects** – Used to account for revenue and expenditures related to miscellaneous projects in Santa Ana Heights.

**Newport Annexation Fund** – Used to account for receipt of revenue from the Irvine Ranch Water District intended to repay Newport Coast property owners for a portion of assessment district costs, and for construction of a community center in Newport Coast.

**Newport Bay Dredging Fund** – Used to account for the receipt of permanent endowments intended to fund the ongoing cost of maintaining and dredging of the Upper Newport Bay.

**OASIS Senior Center Fund** – Used to account for revenues and expenditures associated with the development and construction of the new OASIS Senior Center.

**Office of Traffic Safety Grant (OTS) Fund** - Used to account for federal funding of DUI violation enforcement activities.

**Oil Spill Remediation Fund** – Used to account for the receipt of the settlement proceeds from the American Trader Company. These funds must be used on projects affecting the areas damaged by the spill.

**Police Facility Fund** – Used to account for revenues and expenditures associated with the development and construction of a new Police Facility.

**Proposition 1B Fund** – Used to account for state funds available through Proposition 1B to fund the maintenance and improvement of local transportation facilities.

**Retiree Insurance Fund** – Used to account for the cost of providing post-employment health care benefit.

**Special Assessment District Fund** - Used to account for the receipt and expenditure of funds received from 1911 Act and 1915 Act Assessment Districts for capital improvement projects.

**State Gas Tax Fund** - Accounts for all State Gas Tax related revenues and expenditures, including street repair, construction, and maintenance. State law requires that these funds be used exclusively for maintenance of the street and highway system.

**Sunset Ridge Park Fund** – Used to account for revenues and expenditures associated with the development and construction of Sunset Ridge Park.

**Supplemental Law Enforcement Services Fund (SLESF)** – Used to account for revenues received from the County to be used exclusively for front-line law enforcement activities.

**Tide and Submerged Land Fund** - Used to account for all revenues and expenditures related to the operation of the City's tidelands, including beaches and marinas.

**Traffic Congestion Relief Fund** – Used to account for all revenues received from the State Treasury as per Assembly Bill 2928. These funds must be used only for maintenance or reconstruction costs on public streets or roads.

**Wastewater Enterprise Fund** - Used to account for the activities associated with providing sewer services by the City to its users.

**Water Enterprise Fund** - Used to account for the activities associated with the transmission and distribution of potable water by the City to its users.

### Accounting Terms

**Accrual Basis** - The basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent. The accrual basis of accounting is used to account for all proprietary (enterprise and internal service funds) fund types.

**Activity** - Departmental efforts that contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

**Appropriation** - A legal authorization to incur obligations and to make expenditures for specific purposes.

**Assessed Valuation** - The valuation set upon real estate and certain personal property by the Assessor as a basis for levying property taxes.

**Authorized Positions** - Employee positions, which are authorized in the adopted budget, to be filled during the year.

**Available (Undesignated) Fund Balance** - This refers to the funds remaining from the prior year that are available for appropriation and expenditure in the current year.

**Bonds** - A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate.

**Bond Refinancing** - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

**Budget** - A plan of financial activity for a specified period of time indicating all planned revenues and expenses for the budget period.

**Budgetary Basis** - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

**Budget Calendar** - The schedule of key dates that a government follows in the preparation and adoption of the budget.

**Budgetary Control** - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Capital Budget** - The appropriation of bonds or operating revenue for improvements to facilities, and other infrastructure.

**Capital Improvements** - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

**Capital Improvements Program (CIP)** - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

**Capital Outlay** - Fixed assets which have a value of \$500 or more and have a useful economic lifetime of more than one year; or, assets of any value if the nature of the item is such that it must be controlled for custody purposes as a fixed asset.

**Capital Project** - Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

**Capital Reserve** - An account used to segregate a portion of the government's equity to be used for future capital program expenditures. The amount of capital reserve is roughly equal to the government's annual equipment depreciation and an amount identified as being needed for future capital acquisition.

**Cash Basis** - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

**Charges for Services** - Those charges levied to individuals or organizations for the use or consumption of services provided by the City.

**Certificate of Participation** - A debt issue similar to issuing bonds, but less restrictive.

**Consumer Price Index (CPI)** - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**Contingency** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Debt Service** - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

**Deficit** - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

**Department** - The basic organizational unit of government which is functionally unique in its delivery of services.

**Depreciation** - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

**Development Fees** - Those fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

**Disbursement** - The expenditure of moneys from an account.

**Distinguished Budget Presentation Awards Program** - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Employee (or Fringe) Benefits** - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included is the government's share of costs for various pensions, medical and life insurance plans, etc.

**Encumbrance** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

**Enterprise Fund** - Used to account for City operations that are financed and operated in a manner similar to private business enterprises.

The objective of segregating activities of this type is to identify the costs of providing the services, and to finance them through user charges.

**Expenditure** - The payment of cash on the transfer of property or services for the purpose of acquiring an asset, service, or settling a loss.

**Expense** - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

**Fiscal Policy** - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of government budgets and their funding.

**Fiscal Year** - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Newport Beach's fiscal year is July 1 through June 30.

**Fixed Assets** - Assets that are intended to continue to be held or used long-term, such as land, buildings, machinery, furniture, and other equipment. Fixed assets are also called capital assets.

**Full-time Equivalent Position (FTE)** - A part-time position converted to the decimal equivalent of a full-time position based on 2080 hours per year. For example, a part-time fiscal clerk working 20 hours per week would be the equivalent to .5 of a full-time position.

**Function** - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

**Fund** - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

**Fund Balance** - The excess of the assets of a fund over its liabilities, reserves, and carryover.

**GAAP** - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.



**General Obligation (G.O.) Bond** - This type of bond is backed by the full faith, credit, and taxing power of the government.

**Goal** - A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless.

**Governmental Accounting Standards Board (GASB)** – The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

**Grants** - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantee.

**Indirect Cost** - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

**Infrastructure** - The physical assets of a government (e.g., streets, water, sewer, public buildings, and parks).

**Intergovernmental Revenue** - Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

**Internal Service Charges** - The charges to user departments for internal services provided by another government agency, such as equipment maintenance and replacement charges, or insurance funded from a central pool.

**Lapsing Appropriation** - An appropriation made for a certain period of time, generally for the budget year. At the end of the specified period any unexpected or unencumbered balance lapses or ends, unless otherwise provided by law.

**Levy** - To impose taxes for the support of government activities.

**Line-item Budget** – A budget prepared along departmental lines that focuses on what is to be bought.

**Long-term Debt** – Debt with a maturity of more than one year after the date of issuance.

**Maintenance and Operations** – Expendable materials and operating supplies necessary to conduct departmental operations.

**Modified Accrual Basis** – The basis of accounting in which revenues are recognized when they become both “measurable” and “available” to finance expenditures or the current period. All governmental and fiduciary fund types are accounted for using the modified accrual basis of accounting.

**Net Budget** – The legally adopted budget less all interfund transfers and interdepartmental charges.

**Object of Expenditure** – An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, etc.

**Obligations** – Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

**Operating Revenue** – Funds that the government receives as income to pay for on-going operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

**Operating Expenses** – The cost for personnel, materials, and equipment required for a department to function.

**Performance Budget** – A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.

**Prior-Year Encumbrances** – Obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Program** – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the government is responsible.

**Program Budget** – A budget that allocates money to the functions or activities of a government rather than to specific items of cost or to specific departments.

**Program Performance Budget** – A method of budgeting whereby the services provided to the residents are broken down in identifiable service programs or performance units. A unit can be a department, a division, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service. The effectiveness and efficiency of providing the service by the program is measured by performance indicators.

**Program Revenue (Income)** - Revenues earned by a program, including fees for services, license and permit fees, and fines.

**Purpose** - A broad statement of the goals, in terms of meeting public service needs, that a department is organized to meet.

**Reserve** - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution** - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

**Resources** - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

**Revenue** - Sources of income financing the operations of government.

**Revenue Bond** - A bond that is backed only by the revenues from a specific enterprise or project, such as a hospital or toll road.

**Secured Property Tax** – A tax levied on both real and personal property according to the property's valuation and the tax rate.

**Service Indicators** - Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

**Source of Revenue** - Revenues are classified according to their source or point of origin.

**Supplemental Appropriation** - An additional appropriation made by the governing body after the budget year has started.

**Tax Levy** - The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**Transfers In/Out** - Amounts transferred from one fund to finance the services for the recipient fund.

**Transient Occupancy Tax** – A tax paid to the City for short-term lodging/residency within the City limits. Short-term is defined as 30 days or less.

**Unencumbered Balance** - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

**Unreserved Fund Balance** - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**Unsecured Property Tax** – The property tax on unsecured property such as business inventory or moveable equipment.

**User Charges** - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

**Working Capital** - Excess of readily available assets over current liabilities. Or cash on hand equivalents which may be used to satisfy cash flow needs.







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